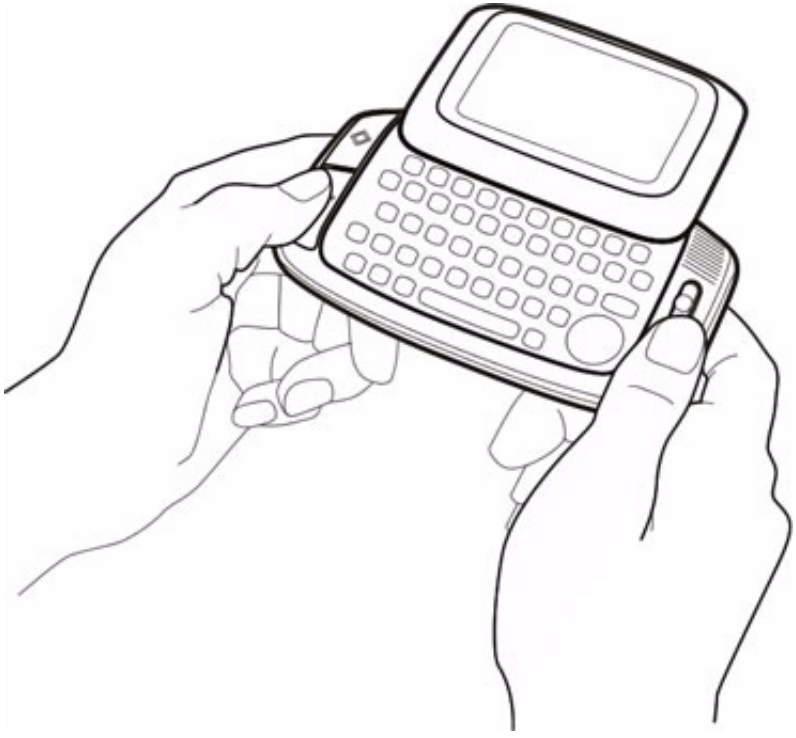
T-Mobile Sidekick Owner's Manual



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1. Device Basics

Read the topics in this chapter to get a quick understanding of how your device operates:

- **Parts of Your T-Mobile Sidekick** on page 10
- **Device Display** on page 10
- **Wireless Options** on page 14
- **Sound Controls** on page 15
- **Keyboard** on page 15
- **Control Buttons** on page 16
- **Wheel** on page 19
- **Terminology Used in This Manual** on page 19
- **Headset/Camera Jack** on page 22
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- **Infrared Port** on page 24
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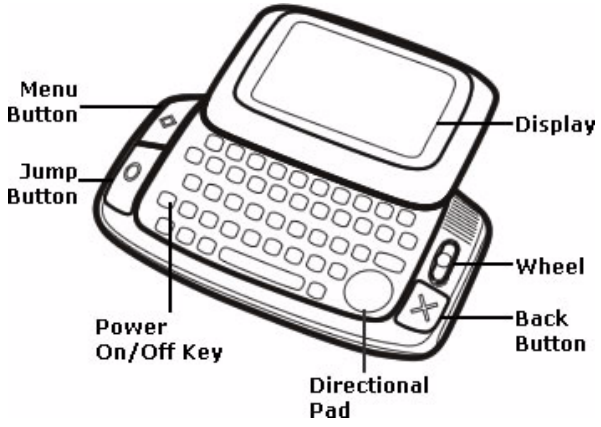
- **Typing and Navigating in Text Fields** on page 24
- **Using the Carrying Case** on page 27
- **Use Your Device Safely** on page 27
- **FCC Compliance** on page 28

Parts of Your T-Mobile Sidekick

The illustration below identifies the basic parts of your device.



Each part is described in more detail in the topics below.

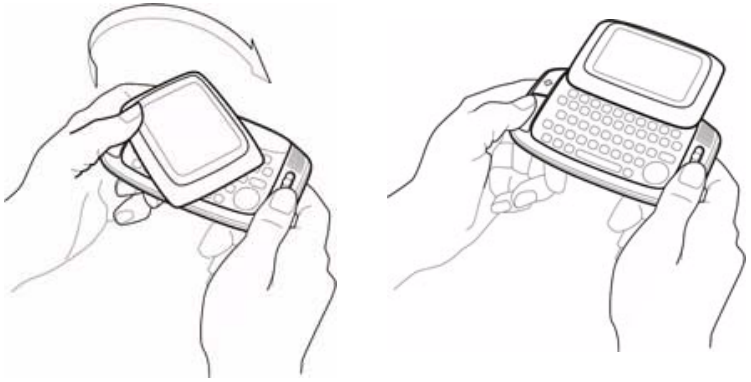
Device Display

Your device comes with a swivel display lid that covers the keyboard in the closed position. Even when closed, the LCD faces up and the control buttons are exposed, so you can use your device. When you open the display lid (by rotating it clockwise), the display automatically flips 180-degrees. Read more details below.

Warning! The hinge in the swivel display lid is assisted by a very strong magnet. Be careful to keep the device away from magnetically sensitive items, such as credit cards and floppy disks.

Opening and Closing the Display

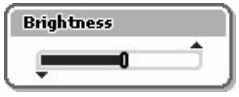
1 **To open the display**, place your left thumb on the lower-left corner and your right forefinger on the upper-right corner of the display and gently push in a clockwise direction. The display will spring smoothly into position:



2 **To close the display**, reverse the motion to pivot the lid counter-clockwise and lock it into the closed position.

Display Control

The Display Control dialog box contains a slider that you use to adjust your device display at any time:



Note for grayscale devices: The slider controls **contrast** rather than brightness.

There are two ways you can open the Display Control:

- **Method 1**: Press the **Jump** and **Back** buttons together. You can use this method from any screen, in any application, at any time.
- **Method 2**: Press **Jump** to open the Jump screen. Press **Menu** to open the Jump screen menu. Select **Controls > Display**.

Adjust your display brightness/contrast to complement your current lighting environment. Rotate the wheel up to increase brightness/contrast; rotate the wheel down to decrease brightness/contrast.

Standard Display Screen Indicators

The display screen is your view into the T-Mobile applications, so what you see on the screen depends on what application you are using. However, there are some standard indicators that display on the screen at all times. These indicators are located at the top of the screen in the area circled in the example below.

Web Browser	Screen identifier. Lets you know what application screen you are currently viewing.
Sep 3, 12:30pm	Current date and time.
	Battery charge. The more bars that fill the battery icon, the more power in the battery.
	Battery charging. When your device is connected to the battery charger, a lightning bolt icon displays over the battery icon and the bars in the battery move from left to right. You'll know the battery is full-charged when the lightning bold icon disappears and the battery bars stay in the full position.
	When your device is too hot, this thermometer indicator flashes over the battery.
	When your device is too cold, this thermometer indicator flashes over the battery.
	Wireless signal strength. The more signal bands showing, the stronger the signal strength of the wireless connection at your current location.
	No wireless connection. If you see this X over the radio tower icon, it means you have temporarily lost network connection.
	Connectivity status indicators. Animated one dot = connected to the GPRS network, trying to get IP address; animated two dots = obtained IP address, connecting to data server; animated three dots = connected to data server; signing in; = signed in and connected to data service; ready to go!
	Full data and voice service available.
	Voice-only (GSM) service available.
DATA OFF	You are roaming on wireless services but have GPRS data roaming turned off on the Jump menu > Controls> Wireless...> Wireless Options screen.
OFF	You have turned off your wireless connection from the Jump menu > Controls> Wireless... > Wireless Options screen.
SIM ?	Your SIM card has a problem, which is prohibiting access to wireless services.

Sound Profile setting. When you have sound turned off (“Mute”), the title bar will indicate whether you have flash or vibration set. From left to right, the icons indicate: total mute (no flash or vibrate), flash only (no vibrate), vibrate.

You can read about other indicators and icons in the chapters describing each application.

Notifications

When you receive a new email, text message, instant message, or voice mail message, the service will give you a visual notification in the title bar, no matter what application you’re currently viewing. Here’s an example of a new email notification:

The notice will appear in a balloon just once. But, until you read or listen to your new message, you’ll see a little icon in the title bar, reminding you that there’s a message waiting:

In the example above, there’s an email message waiting to be read. Other icons you might see notify you of the following:

New email message waiting.

New text message waiting.

New instant message (IM) waiting.

New voice message waiting.

Web page has finished loading.

If you have more than one reminder, the relevant message icons will display in sequence.

You can also choose to be notified of new messages using ringtones. Read more about ringtone notifications in the following topics:

- *Set Web Page Load Complete Alert*
- *Set Phone Ringtones*
- *Edit a Buddy* (Use to specify buddy-specific IM rings.)
- *Set Buddy Alert Rings* (Use to specify default IM rings.)
- *Set Email Ringtones*
- *Set Phone Messages Ringtones*

Turning on Backlighting

To help you use your device in a dark environment, enable the automatic backlighting feature:

1 From the Jump screen, press **Menu** then select **Settings > Battery & Display**.

2 In the Backlight section of the screen, select the **Automatically turn on when using device** check box. **Note for color devices**: To use the device's light meter while the backlight is on, select the **Use back light only when needed** check box.

3 Select the length of time you want backlighting to stay on from the **Turn on after** pop-up menu.

4 Press Jump to return to the Jump screen.

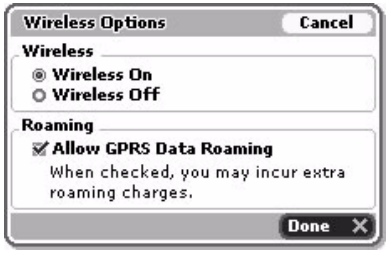
Now, when you press any button or key on your device, or flip open the screen, backlighting will turn on for the set amount of time. Note that as long as you press a key or button before the set time elapses, the backlight will stay on.

Tip: Even if you have not enabled automatic backlighting, you can still quickly turn on backlighting by pressing **Jump + Back**, which opens the Display Control, or by pressing **Menu + Jump**. The backlight turns on and remains on for the time specified in the Backlight pop-up menu.

Wireless Options

If you want control over your wireless connectivity, you can do so from the Wireless Options dialog:

1 From the Jump screen, press **Menu** then select **Controls > Wireless...** to open the Wireless Options dialog box.



2 In the **Wireless** group box, use the option buttons to turn your wireless connection on/off. This is how you turn off your wireless connection while on a plane or in a hospital, or anywhere where wireless connectivity may interfere with the environment.

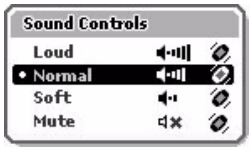
3 In the **Roaming** group box, select the **Allow GPRS Data Roaming** check box to allow GPRS data roaming; clear the check box to disallow data roaming. Be aware that even if you have roaming turned on (box is checked), your wireless carrier may have disabled roaming for the SIMs they distribute.

Note! When roaming outside the home network, you may incur additional charges for data transfer with or without taking any actions, such as receiving email messages. To avoid additional charges while roaming, clear the **Allow GPRS Data Roaming** check box. If you do roam with GPRS Data Roaming not allowed, you will still be able to make and receive voice calls.

4 Once you've made your wireless option choices, select **Done**.

Sound Controls

The Sound Controls dialog box contains settings that you can open at any time, from any screen:



There are two ways you can open the Sound Controls:

- **Method 1**: Press the **Menu** and **Back** buttons together. You can use this method from any screen, in any application, at any time.
- **Method 2**: Press **Jump** to open the Jump screen. Press **Menu** to open the Jump screen menu. Select **Controls > Sound**.

Select a sound profile from the Sound Controls dialog box. Use the wheel to scroll through all available profiles, then press the wheel to select a profile and dismiss the dialog box.

For details about creating and editing sound profiles, read *Sound Profiles* on page 47.

Keyboard

Your device keyboard contains five rows of keys, including a key for the “at” symbol (@) and a Directional pad (“D-pad”) that “rocks” into eight different directions or positions. The topics below describe the keyboard in more detail.

Directional Pad (D-Pad)

The D-pad is the round navigational device in the lower-right corner of the keypad that you can “rock” in eight directions: up, down, left, right, plus the 4 corners (northwest, northeast, southwest, and southeast), which you use by pressing two adjacent keys at the same time. You use the D-pad to navigate while playing games and to navigate within *text boxes*. A text box is an area on the screen in which you can type characters. Here’s a couple examples of text boxes:

- To, From, Subject fields in an email, IM, or text message
- Go To dialog box in the Web Browser

Press the **up/down** and **left/right arrows** to move in those directions among characters in a text box. Press the **corners** of the D-pad (two adjacent arrows at the same time) to jump up/down one line and forward/backward a character. Read more in *Typing and Navigating in Text Fields* on page 24.

ALT Key

You type special characters (shown in red on some of the keys) by first pressing the ALT key, then the key showing the special character. For example, if you need to type a semicolon (;), you would first press the ALT key, then the J key. (This action is also represented in the user documentation as **ALT, J.**)

- **Lock the ALT key** to type a series of special characters by pressing the key twice.
- **Unlock the ALT key** by pressing it once again.

Note! You can also lock the Shift key by pressing it twice. Unlock by pressing once again.

Read about how text cursors change when using the ALT or Shift keys in *The Text Cursor* on page 25.

@ Key

When you type an email address, you use the “at” symbol (@) to separate the username from the domain; for example, username@domain.com. Use the @ key (located in the bottom row of keys) to insert the @ symbol in an email address easily.

On/Off Button

Power off the device to conserve the maximum amount of power. While the power is off, your device will not receive messages or phone calls. Incoming calls are forwarded to voice mail.

To power your device on and off, use the On/Off button. It is located just to the left of the “Z” key on the keyboard and is marked with the power symbol: ⏻.

Control Buttons

Your T-Mobile device comes with four main control buttons, which you can still use when the display lid is in the closed position, as shown below:

Read more details about the control buttons in the topics below.

Menu Button

The Menu button is located in the upper-left corner of the device and is marked by a diamond. When you see the diamond ◆ on the device screen or in the documentation, this refers to the Menu button. Use the Menu button to do the following:

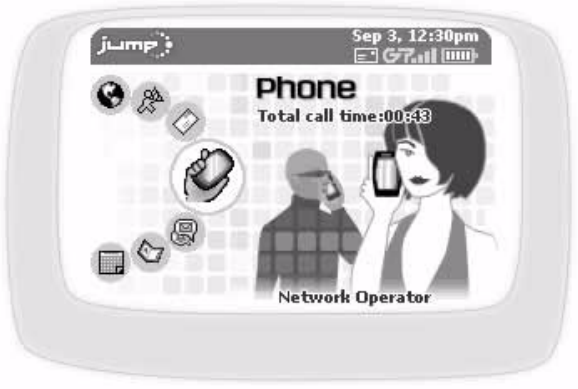
- Press **Menu** ◆ once to open a drop-down menu listing actions you can take from the current screen:

  Press **Menu** ◆ again to close the drop-down menu.
- With a menu open, press and hold **Menu** ◆ while rotating the wheel one click down to jump to the last menu item; rotate one click up to jump to the top item.
- On any screen where you can scroll, press and hold **Menu** ◆ while rotating the wheel to scroll screen-by-screen, rather than line-by-line.
- Press **Menu** ◆ in combination with a shortcut key to perform an action. There are two types of shortcut keys:
  - User-definable - Read more in *Jump Shortcuts* on page 40.
  - System-defined - You'll find the system-defined shortcuts listed in the menus to the right of a given option. For example, in the Email application, the shortcut for composing a new message is **Menu** ◆ **+ N**.

About Context Menus - The options that appear in any given menu are dependent on what screen you are viewing. These types of menus are often referred to as "context menus". For example, if you are viewing the main screen of the Email application, the menu will list options such as "New Message" and "Check for New Email". However, if you are viewing the main screen in the Address Book, the menu will list options such as "New Contact", "Sort...", and "My Info". So the items that appear depend on the "context" (or screen) you are in when you open the menu.

Jump Button

The Jump button is located in the lower-left corner of the device and is marked by a circle. When you see the circle ○ on the device screen or in the documentation, this refers to the Jump button. Use the Jump button to open the Jump screen. No matter where you are in the applications--what screen you are viewing--if you press the Jump button, you'll return to the Jump screen, with the Phone application highlighted:



Rotate the wheel to scroll through the applications. To go to an application you have highlighted, press the wheel.

Read more in the *Wheel* on page 19 and *The Jump Screen* on page 51.

Back Button

The Back button is located in the lower-right corner of the device and is marked by a cross. When you see the cross ✕ on the device screen or in the documentation, this refers to the Back button. Use the Back button to do the following:

- Press **Back** ✕ once to go back to the screen you were previously viewing; press twice to go back two screens, and so on.
- In a dialog box or on a screen, press **Back** ✕ once to save any changes you've made to the information. If you've made changes within a dialog box, the dialog box closes as well.
- If a menu is open, press **Back** ✕ once to close it.

Wheel

The wheel is located in the upper-right corner of your device. You use it to highlight and press buttons or links on the screen. Use your thumb to rotate the wheel away from you (up) or toward you (down), moving through selectable items. You can also press the wheel down. More specifically, here's how you can use the wheel:

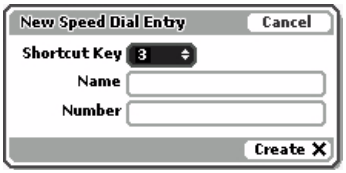
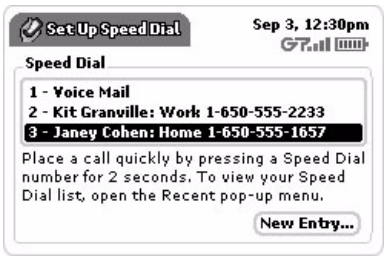
- **Rotate** the wheel **toward you to advance** the current selection through all the "selectable" elements on a screen and scroll down a Web page.
- **Rotate** the wheel **away from you to reverse** through all the "selectable" elements on a screen and to scroll up a Web page.
- **Press down** on the wheel (as you would a mouse button) **to select** a highlighted item or open a pop-up menu.
- **Press and hold** the wheel **to open pop-up context menus**.

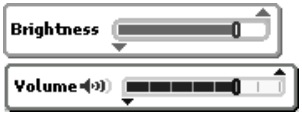
Tip: To turn on the "flashlight feature" (the wheel lights continuously), from the Jump screen press Menu ◆ + F (simultaneously). To turn the light off, press Menu ◆ + F again.

Terminology Used in This Manual

The instructions in this manual use many terms that may be confusing. To help you understand exactly what the instruction is telling you to do, we've included some definitions:

Term	What It Means	Example
Action button	A button that contains a word or phrase describing what will happen if you select (press) the button. Action buttons often contain the keyboard shortcut as well.	
Check box	A small box that is either checked or clear (does not contain a check mark). If you check a check box, the action described next to the box will turn "on". Clearing the check box will turn the action "off".	
Context menu	A context menu contains **only** the actions that you can take on the item you are highlighting. In regular menus, the actions you cannot take on the current screen are dimmed, but in a context menu, these actions don't appear at all.	

Term	What It Means	Example
Dialog box	A dialog box is a floating window that presents you with buttons and options that allow you to make decisions and carry out actions. Some dialog boxes are self-dismissing; others you must select an action button. You can dismiss a self-dismissing dialog box anytime by pressing Back ✕.	
Highlight	This action is only applicable on your device. All “selectable” elements can be highlighted by rotating the wheel then stopping over the item. Once highlighted, the element’s appearance changes to reverse video. In the example to the right, 3 - Janey is highlighted.	
Keyboard shortcuts	Keyboard shortcuts are presented in the documentation as follows: ◇ **+ K** = Press the Menu button and hold while pressing the K key. ◇ **,** ✕ = Press the Menu button first, then the Back button (in succession). So, if two keys or buttons are separated by a plus sign (**+**), you press them simultaneously to make the action occur; if they’re separated by a comma (**,**), then you press one after the other.	
Menu	A floating window containing a list of actions you can take on the screen. Press the Menu button to open this list of actions.	
Option (button)	Choices presented to you, usually in a dialog box. You can only select one of the options and do so by pressing the wheel once the option is highlighted. (Note: Sometimes these are called “radio buttons”.)	

Term	What It Means	Example
Pop-up menu	A menu that pops open (“up”) when selected. Once the menu is open, you can rotate the wheel to highlight an item, then press to select it. You can quickly highlight an option by starting to type it.	Pop-up menu that’s closed: Pop-up menu that’s open:
Press	To press, you push down and quickly release the wheel, key, or control button. It’s the same action you take when you click a mouse button while using your computer. Before you can press an item on the screen (such as an OK button, menu option, check box, or list item) you must rotate the wheel to “highlight” the item so it appears in reverse video. Pressing the highlighted item “selects” it.	
Press & hold	Push down on a key or control button and hold it down for at least one second.	
Rotate	Used to describe the push wheel’s rotational movement. You can rotate the push wheel up (away from you) or down (toward you).	
Select	Refers to the action you take to take an action on a screen element, such as selecting an action button or option button, or pressing a contact name to open it for edit.	
Slider bar	A control that lets you set a value from a continuous range of possible values, such as screen contrast/brightness or sound volume.	
Text field (or text box)	A rectangular area in which you can type or edit text. To make a text field editable, you must first highlight the field by rotating the wheel, then press to make it editable. In the example to the right, the name of the photo is in an editable text field.	

Headset/Camera Jack

The jack where you insert your headset or camera is located on the right side of the device. See illustration in *Parts of Your T-Mobile Sidekick* on page 10. Be sure to press the headset or camera lead in firmly to secure the connection:

Warning! Be sure to remove the camera from the jack when you're not using it; especially when you're storing your device in a backpack, pocket, bag, or purse.

The Battery

When you first receive your device, the battery will be fully charged, but in deep sleep. To wake it, connect your device to the charger.

Your device comes with a built-in rechargeable lithium ion (Li-Ion) battery. Note that **you cannot access or remove the battery** from your device.

Read the following topics for more information about your device's battery:

- *Charging Your Device's Battery*
- *Battery Charging Time*
- *Use and Standby Times*
- *Conserving Battery Power*

Charging Your Device's Battery

It is recommended that you charge your device every day. If the device is left without a sufficient battery charge for a long period of time (i.e., a week), the information contained in the device's memory (RAM) will no longer be stored on the device. Once the device is re-connected to the charger, your stored information will automatically be reloaded to the device via the service.* Note though, that if you're disconnected from the service and then the battery drains, any data you entered on the device previous to the battery's draining and after you were disconnected will be lost.

*Please be aware that if your monthly bill varies with the amount of data you use (that is, you have a "per megabyte" rate plan), restoring your data to your device will count against your monthly quota, and may result in extra charges.

To charge the battery, do the following:

1 **Attach the battery charger to your device.**

Locate the battery charger that came with your device. Insert the charger lead (the small round end of the adapter) into your device's power jack (the small round hold located at the top of your device) and plug the adapter cord into a standard electrical wall outlet.

While the charger is connected to your device, a lightning bolt will display over the battery icon in the title bar.

2 **Let the device charge for at least four (4) hours to ensure maximum battery life.**

Rest the device in a safe place and let the battery charge for at least four hours, or overnight. As the device is charging, you will see the bars in the battery icon fill repeatedly from left to right in an animated fashion. When your device is fully-charged, the bars will stop moving in the full position: .

Note: If your battery is fully-charged and you unplug the battery charger then connect it to the charger again, the bars in the battery icon will fill from left to right for two hours, even though it is fully-charged.

Battery Charging Time

Initial charging time for your device's lithium ion battery is approximately four hours. Recharging time is the same, depending on how discharged the battery has become.

If your battery has become completely discharged, your device will turn off automatically. Once you connect the device to the battery charger, give your device approximately 10 minutes to gain enough power to be turned on.

Use and Standby Times

With a fully-charged battery, you can use your device for one day. In power-saving (or even key guard) mode, the battery should last seven days. These times are approximate however; battery operation times vary according to how you use your device, signal conditions, and other network settings made by T-Mobile. To view your battery consumption, from the Jump screen, press **Menu** then select **Settings > Battery & Display**. Note that this reading is approximate. Read more in *Battery & Display* on page 37.

Conserving Battery Power

Your device has a power-saving feature that automatically reduces power to the device after a user-configurable number of minutes of inactivity. In power-saving mode your device will still receive messages and calls. To wake the device, simply press any control button or key. Note that you must have enabled Key Guard before your device will go into power-saving mode automatically. Read more in *Battery & Display* on page 37.

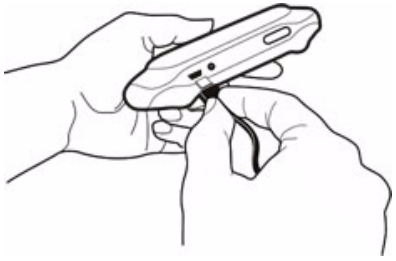
You can also conserve battery power by signing out of Instant Messaging when you are not using the application. If you are really concerned about saving battery and can detach from the network, from the Jump screen press **Menu** , then select **Controls > Wireless...** On the Wireless Options dialog box that opens, select the **Wireless Off** option. Note too that removing your SIM card will cause the battery to drain faster than when the SIM card is installed. Therefore, it's recommended that you leave your SIM card installed at all times.

Infrared Port

You'll find an infrared port on the back of your device, to the right of the power jack shown in the illustration above. In a future release, the infrared port will be used for beaming information between devices.

USB Port

The USB port is located on the top of your device, just to the left of the power jack as shown in the illustration below. If your device should ever need recovery software installed (this would have been diagnosed by Customer Care), you would need to connect your device to your desktop or laptop computer using a USB Mini-B type cable.



Typing and Navigating in Text Fields

Many of the applications have screens in which you type text, such as the Email Compose screen, the individual Settings screens, the Browser's Go To dialog box, etc. You will primarily use the keyboard to type text, which is easy to use, but read the sections below for some hints to make typing, editing, and navigating in text fields easier.

Navigating in Text Fields

Use the Directional Pad to navigate within a text box:

- Press the up/down and left/right arrows to move in those directions among characters in a text box.
- Press the **ALT** button while using the D-pad up and down arrows to jump to the top or bottom of a text box.
- Press the **ALT** button while using the D-pad left and right arrows to jump to the beginning and end of a line of text.

Cut, Copy, and Paste

To cut, copy, or paste text you have typed in any text box, follow these instructions:

1. Position your text cursor next to the text you want to cut or copy. (Use the D-pad's arrows to position the text cursor.)
2. Hold down the Shift key while pressing a D-pad arrow. As you select text, it is shown highlighted. (To de-select, release the Shift key and press a D-pad arrow.)
3. Press **Menu** ◇ and select **Edit Text** to open the Edit Text submenu. You can also open the Edit Text context menu by pressing and holding the wheel. Select the operation you want to perform on the selected text. Note the standard shortcuts:

Cut	**Menu ◇ + X**
Copy	**Menu ◇ + C**
Paste	**Menu ◇ + V**
Select All	**Menu ◇ + A**

4. You can paste text that you have copied to the device clipboard to any other text box in any application. Simply position your cursor where you want to paste the text, then use the Paste shortcut **Menu ◇ + V**. (You can also open the menu and select **Edit Text > Paste**.) Note that the device clipboard only stores one set of copied or cut text at a time.

Deleting Text

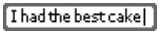
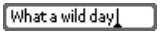
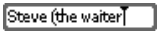
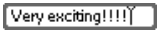
- To delete a character to the left of the cursor, press the **DEL** key ⌫.
- To delete a character to the right of the cursor, press **SHIFT +** ⌫.

Locking the Shift and ALT Keys

- To lock the **SHIFT** key, press **SHIFT** twice. To unlock, press **SHIFT** once again.
- To lock the **ALT** key, press **ALT** twice. To unlock, press **ALT** once again.

The Text Cursor

While you're typing, the text cursor shape reflects your current "mode" of typing:

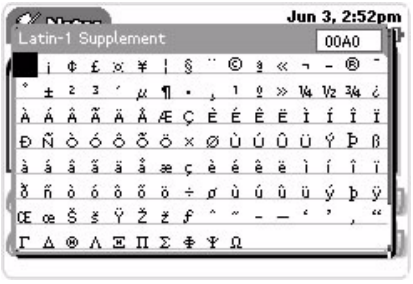
Regular typing mode	
Shift key is held down	
Shift key is locked down	
Alt key is held down	
Alt key is locked down	

Entering Special Unicode Characters

In any text box, to enter special Unicode characters, press **Menu** ◆ **+ Spacebar**. The Special Character selector opens, displaying special characters alphabetically.

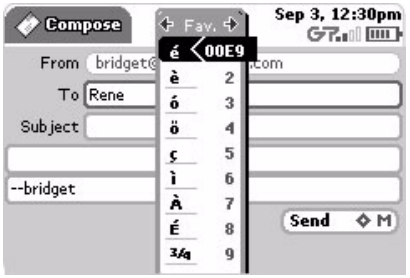
Use the D-pad to navigate through the list: left-right to flip through the alphabet, symbol, and favorite sets; up-down to select specific characters. Press the wheel to insert a highlighted character. Here are some useful tips in using the Special Character panel:

- With the panel open, you can show the same characters capitalized by pressing Shift + the character (like “a”). Toggle back to lowercase by press the letter again.
- To see all special characters, select **All** (at the bottom of the panel) or use the menu shortcut **Menu** ◆ **+ A**, and the selector grid expands.



  To navigate between character sets (Latin-1 Supplement is shown above), press **Menu** ◆ then select one of the sets listed on the menu.
- To see a specific character set, type the letter in the text box, select the letter (using Shift + D-pad arrow), then press **Menu** ◆ **+ Spacebar**.
- To type a character using its Unicode value, press **ALT + Spacebar**, then type the 4-character Unicode value. You can view the Unicode value of any character on the grid by doing any one of the following
  - highlight a character for two seconds
  - highlight a character then press **Menu** ◆ **+ I**
  - highlight a character then press and hold the wheel

Favorites List - You can save up to nine special characters in a “Favorites” list. You can view the Favorites list by scrolling through the selector panels:



- To add a character to your Favorites list, highlight a character in the selector grid, then press **Menu ◇ + N.** The character is added to your list.
- To enter a character that appears on your Favorites list, you can either open the Special Character selector and select that character; or, you can press **Menu ◇ + Spacebar, <favorite shortcut key>**.

Recent List - The system will save the last 10 special characters you typed and display them in a “Recent” list. You can view the Recent list by scrolling through the selector panels.

- To open the Recent list directly, while in a text box press **Menu ◇ + Spacebar, Spacebar.**
- To enter the last special character you typed, simply press **Menu ◇ + Spacebar, 0**.

Using the Carrying Case

Use the carrying case included in your box to both **protect the screen** and **carry your device securely**.

Remember! The best way to protect the screen from scratches and other damage is to **always carry the device in the case.**

Use Your Device Safely

While using your device, please remember to follow the safety rules listed below.

- **Do not use your device while driving a vehicle.** If you must use your device, pull off the road to a safe spot first.
- **Turn off your device while on an aircraft.** Because wireless devices interfere with navigation systems, FCC regulations prohibit use of your device in the air. Please follow airline rules and switch off your device when directed.
- **Turn off your device while in a hospital.** Adhere to posted signs in hospitals, where an active wireless device could interfere with hospital equipment and pacemakers.
- **Use only approved device batteries and accessories.** Please do not insert or connect incompatible products to your device. Do not taunt your device.
- **Turn off your device while at a fueling station or near blasting.** Do not use wireless devices near fuel or other chemicals. Follow posted restrictions at these sites.
- **When traveling abroad,** never plug the battery into a power source that does not correspond to both the voltage and frequency specified on the charger.

- **Always use the battery charger included with your device.** Use of an unauthorized battery charger may result in bodily injury or property damage.
- **Never dispose of your device by incineration.**
- **Never allow any metallic objects to become inserted into your device,** such as staples or paper clips.
- **Never use or store your device in the following locations:**
  - Anywhere it may be exposed to water (e.g., bathroom or sauna)
  - Conditions of high humidity (e.g., rain or fog)
  - Conditions of extreme high temperatures (e.g., near fire or in a sealed automobile)
  - In direct sunlight
  - Locations or sites subject to strong vibration

To turn off your device when required, press and hold the keyboard On/Off Power key for three seconds.

To turn off the radio, press the Jump button, then press **Menu** and select **Controls > Wireless...**. On the Wireless Options dialog box that appears, select the **Wireless Off** option.

Warning! The hinge in the swivel display lid is assisted by a very strong magnet. Be careful to keep the device away from magnetically sensitive items, such as credit cards and floppy disks.

FCC Compliance

TESTED TO COMPLY WITH FCC STANDARDS. FOR HOME OR OFFICE USE.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with accessories supplied or designated for this product. Use of other accessories may not ensure compliance with the FCC RF exposure guidelines.

2. About Your SIM Card

If you are unfamiliar with Smart Cards or SIM cards, you might be interested to learn more by reading the following questions and answers:

- **What Is a SIM Card?** on page 29
- **Exactly What Information Is on My Device SIM?** on page 29
- **My SIM Card Came Locked! How Do I Unlock It?** on page 30
- **Can I Remove My SIM?** on page 30
- **How Do I Handle My SIM?** on page 31
- **What Happens If I Lose My SIM?** on page 31
- **What Happens If I Put A Different SIM in My Device?** on page 31

What Is a SIM Card?

A SIM (**S**ubscriber **I**dentification **M**odule) card is distributed to you by your wireless carrier and comes packaged in a plastic holder about the size of a credit card. After you carefully snap the SIM card from its plastic holder, your SIM is ready to fit into a slot within your device. The SIM card contains a chip that holds information required to operate a device. For more information about inserting your SIM card, read *How to Insert Your SIM* on page 31.

Exactly What Information Is on My Device SIM?

Your device SIM stores the following information:

- **International Mobile Subscriber Identity (IMSI) Number** - Number that uniquely identifies you as a subscriber on the network. The number is made up of three parts: a three-digit mobile country code, a two-digit mobile network code, and a (up to) 10-digit mobile subscriber identify number.
- **Mobile Subscriber ISDN (MSISDN) Number** - Your mobile telephone number. (ISDN stands for Integrated Services Digital Network.)
- **SIM PIN** - A Personal Identification Number (PIN) that you set using the Jump Settings > Key Guard & Security screen. This code protects your SIM from being used by another person in another device in the event it is lost or stolen.
- **Text Messages** - Short Message Service messages that you receive and save. Text messages use the Short Message Service. Note that outgoing messages (“sent”) are not saved to the SIM.
- **Contact Information** - Contact information (name:number) is only stored on your SIM if you’ve used your SIM previously in a mobile phone and stored names and numbers in that phone.

  Note that you can import previously-stored contact info into your device Address Book by following the instructions in *Import Contacts from SIM* on page 137.

My SIM Card Came Locked! How Do I Unlock It?

When you receive your device, the SIM card may be locked by default. If this is the case, before you can connect to the network or register your new device account, you'll be prompted to enter a PIN. The default PIN is provided by your wireless carrier. You can always change your SIM PIN using the Key Guard & Security screen. Read more in *Lock Your SIM Card* on page 43.

Can I Remove My SIM?

Yes, you can; but we recommend you **never** remove the SIM from your device. Without a SIM card, you **cannot** place phone calls to 611 (T-Mobile Customer Care), but you **can** call 911 (Emergency). You can only view data that has been cached in the device memory.

If you find you must remove your SIM, please follow the directions that follow.

How to Remove Your SIM

1. Turn off your device by pressing the power on/off key.
2. Your SIM card fits into a slot on the left side of your device behind the end cap. Remove the end cap using the finger notch:

3. You will see the SIM card in its slot; press the end of the SIM in toward the device and release. The SIM should spring gently out of its slot.
4. Remove the SIM carefully. Be sure to read *How Do I Handle My SIM?* on page 31.
5. Replace the end cap by pressing the prongs in slightly and inserting the cap. Make sure the cap is flush with the case.
6. Turn your device back on by pressing the power on/off key.

How to Insert Your SIM

1. Remove the end cap covering the SIM slot using the finger notch.
2. Press the SIM card into its slot with the gold contacts facing down and the cut corner going in first, beneath the Menu button.

When you release the SIM make sure it is locked into position and it doesn't spring out.

3. Replace the end cap by pressing the prongs in slightly and inserting the cap. Make sure the cap is flush with the case.

How Do I Handle My SIM?

Handle your SIM card very carefully since the card and gold contacts can be easily damaged by scratches or bends. Be sure to keep SIM cards out of reach of small children.

What Happens If I Lose My SIM?

Call your carrier's Customer Care number. They will be able to assist you.

What Happens If I Put A Different SIM in My Device?

We do not recommend you insert a different SIM into your device. If you do, your device may or may not function; and even if it does function, it will have limited functionality. Note that if you are going to import contact information from another SIM, follow the instructions provided in *Import Contacts from SIM* on page 137.

3. Customizing Your Device

Your device is designed so you can set up many of its features to suit your preferences. Learn how in this chapter:

- **The Settings Screens** on page 32
- **AutoText** on page 36
- **Battery & Display** on page 37
- **Date & Time** on page 39
- **Jump Shortcuts** on page 40
- **Key Guard & Security** on page 41
- **Keyboard** on page 45
- **Language** on page 46
- **Network** on page 46
- **Sound Profiles** on page 47
- **System Info** on page 36

The Settings Screens

You customize your device by selecting options listed on the settings screens. There are two types of settings screens:

- **Device-wide settings -** From these screens you set device-wide preferences, such as application shortcuts, sound profiles, key guard idle time, etc. To open these screens, press Jump to go to the Jump screen, then press **Menu** and select the **Settings** submenus.
- **Application-specific settings** - From these screens you set application-specific preferences, such as call forwarding options, browser home page, etc. To open these screens, press Jump to go to the Jump screen, then select any application (Web Browser, Phone, Email, etc.). Once within an application, press **Menu** and select **Settings**.

We recommend you step through the device Settings screens and then the application-specific Settings screens to completely customize your device for your personal use. Use the tables below to guide you through the screens.

Device Settings

From the Jump screen, press **Menu** and select **Settings** to see the Settings submenus listed in the summary table below. For more details on each Setting screen, follow the links in the first column.

Device Settings Screen	Customizable Items and Options
System Info on page 36	In System Info you will find the following information about your account and device: • Username • Phone number • SIM ID • Device ID • Device OS (operating system) • Radio firmware (version) • Recovery ROM (version) • Library (version) • Build Configuration • Versions of firmware and applications
AutoText on page 36	• Capitalize new sentences check box • Automatic Word Replacement check box and list of replacement rules from which you can add or delete
Battery & Display on page 37	• Battery charge indicator • Backlight settings • Automatic backlight check box and pop-up menu from which you select how long the backlight stays on
Date & Time on page 39	• Time Zone setting pop-up menu • Current date & time text fields • Format pop-up menu (12- or 24-hour clock)
Jump Shortcuts on page 40	• User-definable list of keyboard shortcuts to application screens. (Jump shortcuts use the Jump button plus another key.)
Key Guard & Security on page 41	• Automatic key guard setting and display message • Privacy code setting (three-digit security code) • Identification Tag text box • SIM Card Lock settings • Change SIM PIN (available when SIM card is locked)
Keyboard on page 45	• Keyboard repeat delay slider bar • Keyboard repeat rate slider bar
Language on page 46	• Language pop-up menu
Network on page 46	• Scan for other networks • Change Network APN pop-up menu

Device Settings Screen	Customizable Items and Options
Sound Profiles on page 47	• Sound profile pop-up menu • Edit/Discard/Reorder/Add sound profiles • Pending message alert ringtone pop-up menu • Schedule sound profiles settings

Application-Specific Settings

From the Jump screen, select any application (Web Browser, Instant Messenger, Email, etc.). Then open the menu and select **Settings** to see these options. For more details on each Setting screen, follow the links in the first column.

Application Settings Screen	Customizable Items and Options
Web Browser Settings on page 60	• Home page URL text box and Use Current Page button • Default search engine pop-up menu. Select from: Google, AltaVista, Yahoo!, MSN, Excite, Lycos. • Completed page load alert pop-up menu • Show Pictures in Web pages check box • Clear History, Clear Cache, Clear Cookies buttons
Instant Messaging Settings on page 93	• Show graphical smileys check box • Allow users to see when I'm idle check box • Show Accept Message dialog box check box • Play Buddy alerts pop-up menus: - Ring when buddies sign on - Ring when buddies sign off - Ring when new message arrives • Block User(s) List

Application Settings Screen	Customizable Items and Options
Email Settings on page 114	• Accounts - New account - Edit primary account - Discard accounts • General - Show message count/size in folder view check box - Include original message in reply check box - New message alert pop-up menu • Attachments - Remove attachments larger than... pop-up menu - Remove attachments of these types... check boxes • Message Management - Save outgoing email in Sent folder check box - Empty Trash every night check box - Auto-discard email when mailbox is full check box - Only discard messages older than 7 days check box
Phone Settings on page 75	• General - Your device phone number - Accumulated Call Time and Reset button - Call volume slider bar • Call Forwarding & Voice Mail set-up screen • Ringtones set-up screen • Speed Dial set-up screen
Phone Messages Settings on page 125	• Show message count/size in folder view check box • New message alert check box • Advanced - Use custom service center number check box - Message validity period pop-up menu
Address Book Settings on page 134	• Categories set-up screen. Use to create New Category, Edit Category, or Discard Category. • Labels set-up screen. Use to create New Label, Edit Label, or Discard Label. • Import SIM Contacts

System Info

Use the System Info screen to look up information you may need when contacting Customer Care. You can also look up your phone number from this screen, in case you ever forget it.

To open this screen, do the following:

1 From the Jump screen, press **Menu** then select **Settings > System Info** to open the System Info screen:

Use the wheel to scroll down the screen to read all the information. To dismiss the System Info screen, press **Back**.

AutoText

To help you type accurately, the AutoText screen includes rules that automatically correct common typing errors. You can add to or discard rules that are included by default. To open the AutoText screen, do the following:

1 From the Jump screen, press **Menu** then select **Settings > AutoText** to open the AutoText screen.

2 If you want the first letter in new sentences to be capitalized automatically, rotate the wheel to highlight the **Capitalize first letter of sentences** check box, then press the wheel to select it (a check will appear in the box).

3 If you want the replacement rules listed on the screen to be in effect, use the wheel to highlight then select the **Automatic Word Replacement** check box.

4 To discard any of the replacement rules, rotate the wheel to highlight the rule, press **Menu** then select **Discard** [ ]. You are prompted to confirm that you really want to remove the rule. Select either **Cancel** or **Discard**.

5 To add a new replacement rule, press **Menu** then select **New Rule**. The New Replacement Rule dialog box opens:

Type the word or phrase that you commonly misspell in the first text box, then type the correct spelling in the second box. For example:

Select **Done** [X] to save the replacement rule, or **Cancel** if you don't want to save it after all.

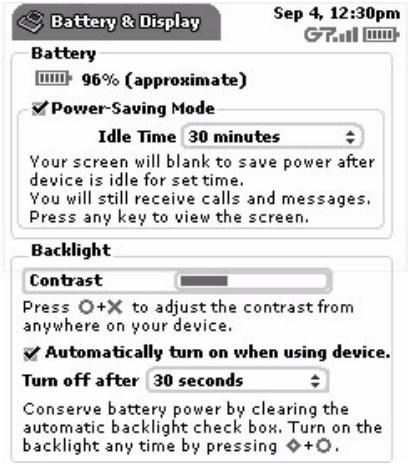
6 To return all AutoText settings to those set when you first received your device, press **Menu** then select **Restore Defaults**. You'll be asked to confirm this decision.

Battery & Display

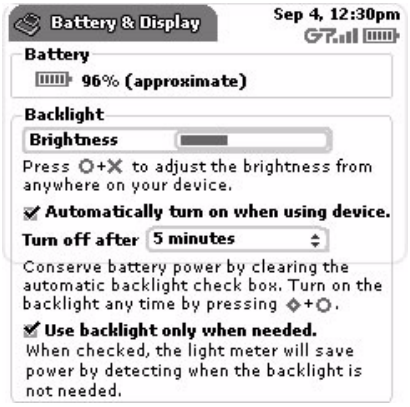
You can see how charged your battery is by checking the Battery & Display screen. You'll also be able to set how long backlighting stays on after you press one of the control buttons or keyboard keys, or set it so that the backlight never turns on (saving battery).

1 From the Jump screen, press **Menu** then select **Settings > Battery & Display** to open the Battery & Display screen. Note that this screen will differ, depending on whether you're using a grayscale or color device:

Grayscale Battery & Display screen:



1 Color Battery & Display screen:



2 In the first group box, **Battery**, you can observe the percentage of charge remaining in your battery (this number is approximate). If your battery is connected to the charger, however, you'll see a lightning bolt on top of the battery icon and the word "Charging" instead of the charge-remaining percentage.

Grayscale devices: In the Battery group box you can enable **Power-Saving Mode**, which means your screen will "blank" after a period of idle time has past. To enable, you must check the box and setting an idle time. (For color devices, power-saving mode is not available.) Select from the following idle times:

- 5 minutes
- 10 minutes
- 30 minutes
- 1 hour
- 3 hours

Note! You must first set a Key Guard time in order for power-saving mode to work! For details, read *Key Guard & Security*.

Grayscale devices: If your device goes into power-saving mode (the screen blanks), the wheel will glow a color, indicating the amount of charge left in the battery:

- Green glow = 100 - 50% charge
- Yellow glow = 50% charge
- Orange/red glow = 25 - 0% charge! Connect your charger immediately!

3 In the second group box, **Backlight**, you can set your backlighting options:

- If you want backlighting to turn on automatically after you press a control button or key, or open the display, then select the **Automatically turn on when in using device** check box.
- **Color devices**: You can choose to have the built-in light meter automatically turn the backlight on when required by light conditions. To choose this option, select the **Use backlight only when needed** check box. This option saves battery life.
- If you never want backlighting to turn on automatically, then make sure you haven't select any automatic backlight check box.
  Note: You can always manually turn on backlighting by pressing **Jump O + Back X**, which opens the Display Control, or by pressing **Menu ◇ + Jump O**.

4 When backlighting turns on (either automatically or if you turn it on manually), the backlight will stay on for the amount selected in the **Turn off after** pop-up menu. To open the pop-up menu, rotate the wheel to highlight the menu, then press the wheel to open it. You can select from:

- 15 seconds
- 30 seconds
- 1 minute
- 2 minutes
- 5 minutes

Scroll to highlight the time you want, then press the wheel to select it.

Tip: As long as you press a key or button before the set time elapses, the backlight will stay on.

Date & Time

The T-Mobile service knows the Coordinated Universal Time, or UTC. (Note that UTC is also known as Greenwich Mean Time, or GMT.) UTC reflects the mean solar time along the Earth's prime meridian. The prime meridian is arbitrarily based on the meridian that runs through the Greenwich Observatory outside of London, where the present system originated.

To set your device time correctly, you must select your time zone. Note that you cannot change the Date and Time field settings unless you are disconnected from the network (read more in *Override System Date & Time Settings* on page 39).

1 From the Jump screen, press **Menu** then select **Settings > Date & Time** to open the Date & Time screen:

2 To open the **Time Zone** pop-up menu, rotate the wheel to highlight the menu, then press the wheel to open it. Use the wheel to highlight the time zone you want your device to reflect, then press the wheel to select it.

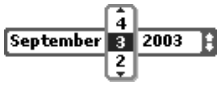
3 Press **Back** to save your settings.

Override System Date & Time Settings

If you are **not** connected to the network, you can override the system-set date and time settings by doing the following:

1 On the Date & Time Settings screen, highlight either the date or time box then press the wheel to activate the pop-up date selector. The first selectable field expands into a pop-up:

2 Rotate the wheel until you see the correct value, or simply type it.
3 To select the value, press the wheel. The date selector collapses.
4 Rotate the wheel to move to the next selectable field, then press to open the date selector:



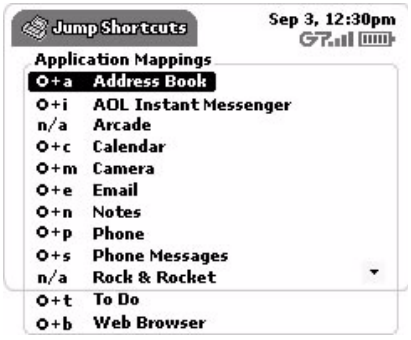
5 Proceed until all fields are set as you wish.
6 Press **Back** to save your settings.

Jump Shortcuts

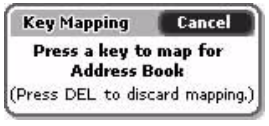
You can always press Jump to return to the Jump screen, where you can then select one of the applications. However, if you want to jump to a specific application quickly, you can set a shortcut key. Your device comes with a default set of shortcut keys, but you can change them, as described below.

Change Default Shortcuts

1 From the Jump screen, press **Menu** then select **Settings**.
2 On the Settings menu, scroll to highlight **Jump Shortcuts**, then press the wheel to open the Jump Shortcuts screen:



3 Scroll to highlight the application for which you want to change a Jump shortcut, then press the wheel. The Key Mapping dialog box appears. In the illustration below, Address Book was highlighted when the Key Assignment dialog box opened:



4 Press the key you want to use to jump to the application you've highlighted. The Key Mapping dialog box disappears and your shortcut is saved.
5 Now, to use a Jump Shortcut from any screen at any time, press Jump plus the shortcut key to open that application.
6 To delete a shortcut key mapping, scroll the wheel to highlight the application name, then press the Delete key.

Key Guard & Security

The device's Key Guard and Security screen allows you to do the following:

- *Set Up Key Guard*
- *Turn On/Off Privacy Lock*
- *Lock Your SIM Card*

Set Up Key Guard

Key guard is a feature that allows you to protect the device's control buttons from being pressed accidentally while your device is in your pocket or bag. While in key guard mode, your device is also in a power-saving mode, so you save battery power.

Turn on Key Guard Manually

You can turn on key guard manually in two ways:

- Press and hold **Back** for three seconds.
- Press Jump to return to the Jump screen, then press **Menu** and select **Key Guard**.

Turn on Key Guard Automatically

You can set key guard to turn on automatically by doing the following:

1 From the Jump screen, press **Menu** then select **Settings > Key Guard & Security** to open the Key Guard & Security screen:

2 In the **Key Guard** group box, rotate the wheel to highlight the pop-up menu, as shown above.

3 If you want to change the default setting, press the wheel to open the pop-up menu and reveal all the time-idle choices:

- Guard after 2 minutes
- Guard after 5 minutes
- Guard after 15 minutes
- Guard after 30 minutes (color device only)

- Guard after 1 hour (color device only)
- Guard after 2 hours (color device only)
- Never automatically guard (grayscale device only)

4 Rotate the wheel to select the option you want, then press the wheel to select it.

Color devices: To prevent device damage, after your device has been in key guard mode for 2 hours, a screen saver will appear. The screen saver is a small image that moves To dismiss the screen saver, press any key or open the device.

Unlock Your Device

To unlock your device (take it out of key guard mode), simply press **Menu** ◆ **+ Back** ✕.

Set a Key Guard Display Message

You can display a one-line personal message that displays on the screen while the device is in key guard mode:

1 From the Key Guard & Security screen, scroll to highlight the **Key Guard Display Message** text box.
2 Type your message. Your message must fit on one line, which is approximately 20-30 characters.
3 Your settings are saved as soon as you make them.
4 To remove your message, simply delete the text from the Key Guard Display Message box by pressing **ALT +** ⌫.

About Privacy Lock and Key Guard

If you have set a privacy lock (as described below), then you will be prompted to enter your 3-digit code before your device will unlock from key guard mode.

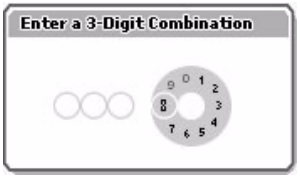
Turn On/Off Privacy Lock

If you want to secure your device from unauthorized access once your device has gone into key guard mode, you will first need to set up a privacy code by following the instructions below.

1 From the Jump screen, press **Menu** ◆ then select **Settings > Key Guard & Security** to open the Key Guard & Security screen.
2 Scroll down to the **Privacy Lock** group box:

3 Using the wheel, select the **Turn On Privacy...** button:

The combination dialog box opens.



4 Enter a three-digit code using the keyboard or the dial. After you do so, a Verify Your Combination dialog box will appear.
5 Re-enter the three digits to verify.
6 A “new combination enabled” message appears. After reading the confirmation message, select **OK**.
7 You are returned to the Key Guard & Security screen with the **Turn Off Privacy...** button highlighted.
8 If you want to turn off Privacy Lock at any time, simply highlight then select this button.

9 At the prompt, enter your three-digit code using the keyboard or dial.
10 You are returned to the Key Guard & Security screen, where you can **Turn On Privacy** at any time.

Note: If you accidentally lock yourself out of your device, you can still make an emergency phone call by pressing **Menu** ◇ **+ Jump** ○.

Fill in Your Identification Tag

Use your device’s Identification Tag as a device identifier if someone types an incorrect privacy code when attempting to unlock your device from key guard. This can be important if you lose your device and another person tries to use it. Your device may come with the ID Tag pre-filled in with information about contacting T-Mobile Customer Care if the device is found, but you can create your own message by doing the following:

1 From Key Guard & Security screen, scroll to the **Identification Tag** group box.
2 Use the wheel to highlight the Identification Tag text box. If there is default text, delete it by pressing **ALT +** ⌫ repeatedly.
3 Type identifying information about yourself, such as:

Note that you can only type **four lines** in your Identification Tag.

4 If, for some reason, you do not want to display your Identification Tag, delete the text in the Identification Tag box by pressing **ALT +** ⌫ repeatedly.
5 Press **Back** ✕ to save your settings.

Lock Your SIM Card

By locking your SIM card, you ensure that no one except yourself can use your device while your SIM card is in place (assuming you are the only person who knows the SIM PIN). Note that your SIM may be installed with a default PIN (ask T-Mobile Customer Care if you don’t know the default SIM PIN).

To lock your SIM, do the following:

1 From the Jump screen, press **Menu** then select **Settings > Key Guard & Security** to open the Key Guard & Security screen.

2 Scroll to the **SIM Card Lock** group box:

3 Highlight and press the **Enable SIM Lock...** button. The Enable SIM Lock dialog box appears:

4 Type your PIN and select **Enable** [ ]. You'll receive a confirmation dialog box that your SIM card is now locked. Now, you will be prompted to type your SIM PIN whenever you unlock key guard.

Unlock Your SIM Card

1 To unlock your SIM card, from the Key Guard & Security screen, press the **Disable SIM Lock...** button:

The Unlock SIM dialog box appears.

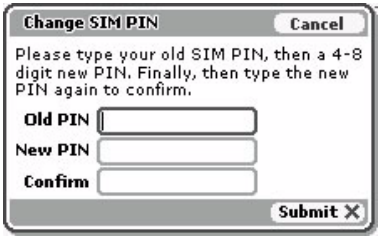
2 Type your PIN, then select **OK**. Your SIM card is unlocked.

Change Your SIM PIN

If you have SIM Lock enabled, then you can change your SIM PIN. (Check with T-Mobile Customer Care to determine if there is a default SIM PIN.)

1 From the Key Guard & Security screen, scroll to the **SIM Card Lock** group box:

2 Select the **Change SIM PIN...** button, as shown above. The Change SIM PIN dialog box opens:



3 In the text boxes, type your old PIN, the new PIN (4-8 digits), and then your new PIN again to confirm.

4 Select **Submit** to dismiss the dialog box and save your new PIN. You will receive a confirmation dialog box to let you know your PIN was changed successfully.

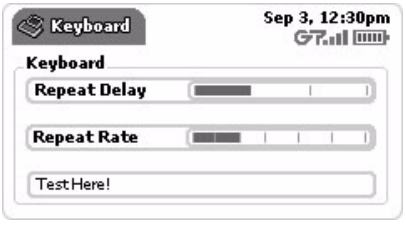
Keyboard

You can set how the keyboard responds to your touch:

- **Keyboard repeat delay** - If you hold down a key long enough, it will start repeating in your text box. This setting determines how long you must hold down a key before it starts repeating.
- **Keyboard repeat rate** - Once you've held down a key long enough so it starts repeating, this setting determines how fast the key repeats.

To set these preferences, do the following:

1 From the Jump screen, press **Menu** then select **Settings > Keyboard** to open the Keyboard screen:



2 You set your keyboard preferences by using "slider bars". Rotate the wheel to highlight the slider you want adjust, then press the wheel to "open" the slider bar. An opened slider bar looks like this:

3 Rotate the wheel **up to increase** the setting; rotate the wheel **down to decrease** the setting. This means that to:

- Increase the time you have to hold down a key before it starts to repeat, move the slider to the right.
- Increase how fast keys are repeated, once they start repeating, move the slider to the right.

4 When the slider is where you want it to be, press the wheel. The settings are saved as soon as you make them.

Language

If you must change the default language used on your device at any time, you can do so from the Languages screen:

1 From the Jump screen, press **Menu** then select **Settings > Language** to open the Languages screen:

2 All available languages (locales) are listed in the Language pop-up menu. Select the language that you wish to set as your default. If your pop-up menu is dimmed, then you have no other languages available.

Note! Your device will restart before a language change takes effect!

3 Press **Back** to save your setting.

Network

If you wish to change the network to which your device is connected, you can do this from the Networks screen. (You can always tell what network you're currently on by pressing **Jump** . The current network is shown at the bottom of the Phone splash screen.)

Note: If you change your settings on the Network screen and want to restore them to factory default settings, simply open the menu and select **Restore Defaults**.

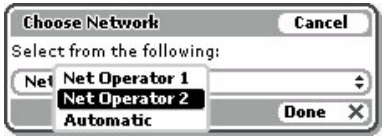
Network Selection

You have two methods of selecting a network: **automatic** and **manual**. By default, your device is set to select a network automatically, but you can use the Network screen to select one manually:

1 From the Jump screen, press **Menu** then select **Settings > Network** to open the Network screen. Go to the Network Selection group box:

2 The **Scan and Select Manually** button is highlighted by default. Simply press the wheel to start the scan.

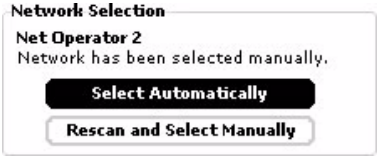
3 When the available network(s) have been located, you'll see the Choose Network dialog box. Press the wheel to open the pop-up menu:



Scroll to highlight the network you want to switch to, then press the wheel to select it. Select **Done**.

Note: It is also from this screen that you set your device to scan for networks automatically.

4 Once your device has connected to the network you selected, the Network screen will reflect your selection:



Sound Profiles

You control your device's sound on the Sound Profiles screen. From this screen you can select and define the sound profiles that govern the way system and application sounds are played, if at all. On this screen you can also select a default pending message alert ringtone and schedule regular times when you want your device to switch to a certain profile.

About Sound Profiles

Your device will make three categories of sounds in response to specific system or application events:

- **Rings & Reminders** - Phone calls and Calendar events
- **Message Alerts** - Email message, voice mail, text message, IM message, Web page loaded, etc.
- **System Sounds** - Empty Trash event, open display, open menu, send email message, press key, etc.

Your system comes with four default sound profiles. The profiles have editable names and settings for each of the sound types:

Default Profile	Rings & Reminders	Message Alerts	System Sounds	Wheel Flash	Vibration
Loud	100% volume	100% volume	66% volume	Yes	Yes
Normal	100% volume	50% volume	0% volume	Yes	Yes
Soft	30% volume	20% volume	0% volume	Yes	Yes
Mute	0% volume	0% volume	0% volume	Yes	Yes

You can add one more profile to make a total of five sound profiles.

Select and Edit Sound Profiles

1 From the Jump screen, press **Menu** then select **Settings > Sound Profiles** to open the Sound Profiles screen.

2 In the **Sound profile currently active** group box of the screen, you can see which profile is currently active. To the right of and just below the profile name, the attributes of the profile are represented by icons:

3 To select a different profile, highlight the Sound Profile pop-up menu (it is highlighted in the example above) then press the wheel to open the pop-up menu. Rotate the wheel and highlight the profile you want, then press the wheel to select it.

To add a new profile, open the Sound Profile pop-up menu and select **New Profile**. The edit profile screen will open. By default, all profile attributes are selected and the volume for all sounds is set to 100%. Make your edits just as you would an existing profile.

4 To edit the profiles' attributes, select the **Edit** button. The profile edit screen will open:

5 Select the profile you want to edit from the pop-up menu (highlighted in the illustration above). You can change the following profile attributes:

- **Name** text box - Type the name you want to assign the profile.
- **Flash Wheel** check box - Select if you want to accompany your ringtone with a flashing wheel (note that this only works if the ringtone you select has a flashing component).
- **Vibrate** check box - Select if you want the device to vibrate whenever a ringtone plays.
- **Volume** sliders - For each type of sound, you can adjust the volume. Highlight the sound type then press the wheel to open the slider:

Rotate the wheel **up to increase** the sound; rotate the wheel **down to decrease** the sound. Press the wheel to set the volume and close the slider.

6 To change the order in which the profiles to display in the Sound Controls dialog box, select the **Reorder** button. The reorder dialog box looks like the following:

To use the reorder dialog box, first highlight the sound profile you want to move, then press the wheel and release. Rotate the wheel to position the profile where you want it. Then press the wheel to lock its position.

7 **To restore default settings** for all sound profiles, press **Menu** then select **Restore Defaults**.

8 To save your settings, press **Back**.

Select a Ringtone for Message Alerts

Your device will remind you if you have a pending message alert (for a new email message, voice mail message, etc.) with a ringtone that you can select from the Sound Profiles screen.

1 From the Jump screen, press **Menu** then select **Settings > Sound Profiles** to open the Sound Profiles screen. Scroll down to the **Pending message alert** group box:

2 Select a ringtone from the **Play** pop-up menu, then select how frequently you want the reminder to play from the time pop-up menu. You can select from 2, 5, and 10 minutes.

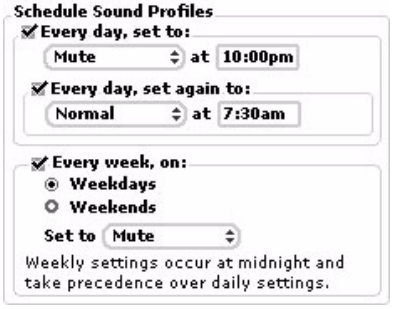
3 Now when you receive a new message notification, until you check your message, a reminder ring will play every few minutes. If you don't want to include an application's message alerts in this reminder ring, then you must set that application's notification ringtone to "None".

4 To save your settings, press **Back**.

Schedule Sound Profiles

You can schedule your device to switch sound profiles at regular times, either on a daily or weekly basis, from the Sound Profiles screen.

1 From the Jump screen, press **Menu** then select **Settings > Sound Profiles** to open the Sound Profiles screen. Scroll down to the **Schedule Sound Profiles** group box:



2 Use the **every day** settings to reset your sound profiles up to twice each day. Use the **every week** settings to change your sound profile at midnight every weekday or weekend day.

3 To save your settings, press **Back**.

4. The Jump Screen

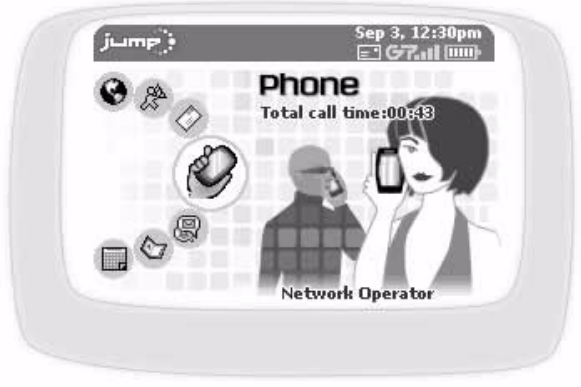
In this chapter you can read all about your device's "home base" -- the Jump screen:

- **About the Jump Screen** on page 51
- **How to Find the Jump Screen** on page 52
- **The Application Splash Screens** on page 52
- **How to Select an Application** on page 52
- **The Jump Screen Menu** on page 53

About the Jump Screen

The Jump screen is a view that displays all the applications you can use on your device in a ring of application icons (on the left) and application "splash screens" (on the right). You use the Jump screen by scrolling through the applications by rotating the wheel...until the application you want to open displays. Then press the wheel to open the application.

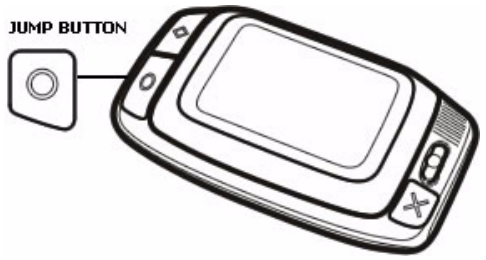
The Jump screen is illustrated below, with the Phone application displayed:



Read more about splash screens in *The Application Splash Screens* on page 52.

How to Find the Jump Screen

Simply press the Jump button to view the Jump screen. You can “jump” to this view from any screen, in any application, at any time, by pressing the Jump button.



When you go to the Jump screen by pressing the Jump button, the Phone application is highlighted by default.

The Application Splash Screens

As you view the Jump screen and scroll through each application using the wheel, the splash screen applicable to that application highlighted displays to the right of the Jump screen wheel.

Some splash screens contain application status information. For example, in the illustration of the Jump screen above, the Phone splash screen shows the device owner that her total phone call time is 43 seconds.

Jump splash screens that contain timely user information are described in more detail in the following topics:

- *Phone Splash Screen* on page 63
- *Instant Messaging Splash Screen* on page 79
- *Email Splash Screen* on page 96
- *Phone Messages Splash Screen* on page 118
- *Calendar Splash Screen* on page 138
- *To Do Splash Screen* on page 160
- *Notes Splash Screen* on page 167
- *Camera Splash Screen* on page 153

How to Select an Application

1. Press Jump to open the Jump screen.
2. Scroll through the applications using the wheel. Stop when the application you want to use is highlighted.
3. Press the wheel to open the application.

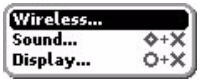
The Jump Screen Menu

While on the Jump screen, press **Menu** ◇ to open the Jump screen menu:

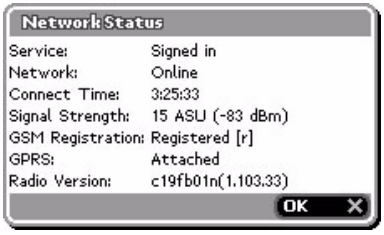
Here's what each menu option does:

- **Settings** - Opens the Settings hierarchical menu, from which you can make device-wide settings:

  Read more in *3. Customizing Your Device* on page 32.
- **Controls...** [◇ **+** ✕] - Opens the Controls submenu:

  Read more in *Sound Controls* on page 15.
- **Key Guard** [Hold ✕] - Puts your device into key guard mode, which locks the keys and control buttons.
- **Hints...** - Opens a series of help screens.
- **Network Status** - Lists current network status details:

  Press **Menu** ◇ **+ M** to see more details.
- **Power Off** [⏻] - Turns off your device. You'll see a series of shut-down messages as the device powers off.

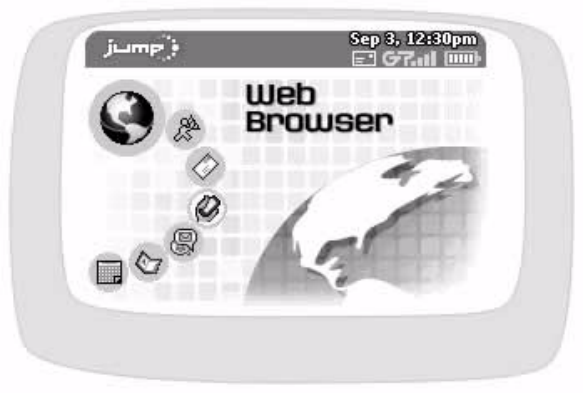
5. Browsing the Internet

Get away from it all and still browse the Internet! You'll love the Web Browser application on your T-Mobile device. To learn how to take advantage of all your Web Browser features, read the topics in this chapter:

- **Browser Splash Screen** on page 54
- **Status Indicators** on page 54
- **Keyboard Shortcuts** on page 55
- **Navigation/View Shortcuts** on page 55
- **Go To a Web Page** on page 56
- **Go to Your Home Page** on page 56
- **Search the Web** on page 57
- **Use Bookmarks** on page 57
- **See Recently-Viewed Web Pages** on page 59
- **View History** on page 59
- **View Page Info** on page 60
- **Refresh a Web Page** on page 60
- **Stop a Web Page from Loading** on page 60
- **Web Browser Settings** on page 60

Browser Splash Screen

To open the Web Browser application, first press **Jump** , then scroll to highlight the Web Browser icon in the left-hand "ring" of applications. You will see the Web Browser "splash" screen on the right side of the screen when you've highlighted the Web Browser application icon:



Status Indicators

When a Web page is being loaded, you will see (at the bottom of your screen), the following status indicators:

The remote server is being contacted for the page you requested.

The page you requested is being downloaded from the remote server onto the service.

The page you requested is being displayed to the device. You may not see this indicator if the Web page displays quickly.

If a Web page is longer than your display, you will see a vertical scroll bar along the right of your screen. Use the wheel to scroll down the page, or use the shortcuts described in *Navigation/View Shortcuts* below.

If you leave the Web Browser application while a page is being loaded, you can set a preference so you will be notified in the title bar when the Web page finishes loading.

Once the marquee notification has finished scrolling, a little globe icon will remain in the title bar until you view the page. Also, if you set a new message alert, a ringtone will sound when the page finishes loading. Read more in *Set Web Page Load Complete Alert* on page 61.

If a Web page is longer than your display, you will see a vertical scroll bar along the right of your screen. Use the wheel to scroll down the page, or use the shortcuts described in *Navigation/View Shortcuts* on page 55 below.

Keyboard Shortcuts

While you're in the Web Browser, you can use the following shortcuts for Menu items:

Bookmarks	+ K
Add Bookmark...	+ N
Go To	+ O
Navigate >	
Forward	+ →
Home	+ H
Recent Pages	+ B
Page Info	+ Q
Refresh	+ R
Stop Loading	+ .
Mail URL	+ M

Navigation/View Shortcuts

You can use the following shortcuts to navigate or change your view when using the Web Browser:

- **Scroll down a page:**
  - Press down arrow on D-pad, *or*
  - Rotate wheel toward you, *or*
  - Hold down while rotating wheel (to scroll down screen-by-screen)

- **Scroll up a page:**
  - Press up key on D-pad, *or*
  - Rotate wheel away from you, *or*
  - Hold down ◇ while rotating wheel away from you (to scroll up screen-by-screen)
- **Toggle to full screen (hide title bar)**
  - Press ◇ **+ SHIFT + T**
- **Go Back to last-viewed Web page**
  - Press the Back button ✕

Go To a Web Page

To open any Web page, do the following while you're in the Web Browser application:

1 Start typing the address (URL) of the Web page you want to visit. The Go To dialog box opens automatically, showing the address you are typing. **Note!** You do not need to type the "www." or ".com" portion of the Web address. You can also open the Go To dialog box from the Web Browser menu.

2 Use the wheel to select a choice:

- If you highlight a **matching URL** then press the wheel, you will be taken directly to the URL selected. However, if you want to paste the URL in the Go To dialog box then edit it, hold the Shift key down while you press the wheel. The URL is pasted in the Go To dialog box and you can edit the Web address there.
- If one of the possible matches is an entry in your Bookmark list, then that match will be identified with a bookmark icon: .
- If you highlight the **Search for** entry then press the wheel, a search for that entry will conducted by the search engine you've specified in *Set Your Search Engine* on page 61.
- The **Edit** option only appears if the current page's URL contains a match for your Go To entry. If you highlight and select the Edit entry, the current page's URL will appear in the Go To dialog box, ready for you to edit. You can also edit the current page's URL by pressing **Menu** ◇ then selecting **Go To** [◇ **+ O**].

Note: To navigate back and forward between Web pages you've visited, press **Menu** ◇ then select **Navigate** to open the Navigate submenu, which contains a Forward option and links to Web pages you've visited, and History.

Go to Your Home Page

Your home page is set in the Web Browser Settings screen as described in *Set Your Home Page* on page 61. You can go to your home page in either of two ways while in the Web Browser:

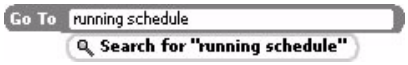
- Press **Menu** ◇ then select **Navigate > Home**.
- Use the keyboard shortcut by pressing ◇ **+ H**.

Search the Web

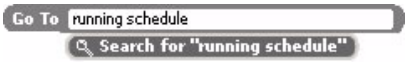
To search the Web for keywords, do the following while you're in the Web Browser application:

1 Start typing the word(s) you want to include in the search. The Go To dialog box opens automatically, showing the word(s) you are typing.

2 The Search option appears directly below the word(s) you are typing:



When you are finished typing your search words, use the wheel to scroll down to highlight the Search option (as shown below), then press.



3 Your Web search is then conducted by the search engine you have specified in *Set Your Search Engine* on page 61. Your search results display on the search engine's Web page. Use the wheel to scroll to the result you want to follow and press.

Use Bookmarks

A *bookmark* is a saved link to a Web page that has been added to a list of saved links. When you are looking at a particular Web page and want the ability to get back to it later quickly, create a bookmark for it. You can create up to 500 bookmarks on your device and up to 50 custom folders in which to organize them. (Read how in *Add Bookmarks* on page 58.)

View Bookmarks

While in the Web Browser, you can see the bookmarks you have already set by doing either of the following:

- Press **Menu** ◆ then select **Bookmarks**.
- Use the keyboard shortcut by pressing ◆ **+ K**.

The Bookmarks screen looks like the following:

Notice, you can create folders to organize your bookmarks. "Expand" or "collapse" the bookmarks contained within a given folder by highlighting the folder and pressing the wheel. Press to expand, press again to collapse the list.

Read more about folders in *Add/Edit/Delete Bookmark Folders* on page 58.

Add Bookmarks

To add a bookmark to your list of bookmarks, do the following while in the Web Browser:

1 Open the Web page you want to bookmark.

2 Press **Menu** then select **Add Bookmark...** [**+ N**].

3 The Add Bookmark screen opens with the **Name** and **URL** fields filled in:

The **Folder** pop-up menu is highlighted by default. Press the wheel to open the list of options. Scroll to highlight the folder in which you want the bookmark to appear, then press the wheel to select it. If you select **New Folder**, the New Folder dialog box will appear, asking you to name the folder.

4 When finished, press **Done**. Your bookmark is added.

Edit and Discard Bookmarks

You can change the address (URL), name, or folder of an existing bookmark, or discard a bookmark by doing the following while in the Web Browser:

1 From the Web Browser, press **Menu** then select **Bookmarks** [**+ K**]. The Bookmarks screen opens.

2 Scroll to highlight the bookmark you wish to modify.

3 Press **Menu** to open the Bookmarks menu, and then:

- **To edit a bookmark name**, select **Edit** [**+ E**] to open the Edit Bookmark dialog box. Change the bookmark name, URL, or folder as you wish; then press **Done**.
- **To discard a bookmark**, select **Discard** []. You will be asked to confirm your action before the bookmark is actually removed.

Add/Edit/Delete Bookmark Folders

You can organize your bookmarks into folders that you name. To add, edit, or delete a bookmark folder, do the following while in the Web Browser:

1 From the Web Browser screen, press **Menu** then select **Bookmarks** [**+ K**]. The Bookmarks screen opens.

2 Scroll to highlight the folder you wish to modify. If you are **adding** a folder, don't worry about what folder is highlighted.

3 Press **Menu** to open the Bookmarks menu, and then:

- **To edit a folder name**, select **Rename...** [**+ E**] to open the Rename dialog box. Change the folder name as you wish and press **Done**.
- **To discard a folder**, select **Discard** []. You will be asked to confirm your action before the folder is discarded.
- **To add a folder**, select **New Folder...** The New Folder dialog box appears. Type the new folder name and press **Done**.

See Recently-Viewed Web Pages

To see a list of Web pages that you have visited recently, relative to the page you are currently viewing, use the Recent Pages screen while in the Web Browser application:

1 From the Web Browser screen, press **Menu** ◆, then select **Navigate** and press the wheel again to open the submenu. Your recently-viewed pages are listed in the center of the submenu. You can also open the Recent Pages dialog box by pressing [◆ **+ B**]. On this dialog box, notice that the page you are currently viewing is marked with a diamond and its listing is positioned relative to where you've been:

2 Scroll to highlight a page you wish to return to, then press the wheel to go there.

By using Recent Pages, you can easily navigate forward and backward among pages you've visited.

You can clear your Recent Pages list from the Settings screen. Read more in *Clear History* on page 62.

View History

To see a chronological list of Web pages you have visited (up to 100), open the History screen while in the Web Browser application:

1 From the Web Browser screen, press **Menu** ◆ then select **History**. The History screen opens:

2 To return to any of the pages listed, simply scroll to highlight the URL, the press the wheel to select it.

You can clear your history from the Settings screen. Read more in *Clear History* on page 62.

View Page Info

To view the current page's URL and page title, press **Menu** ◇ then select **Page Info** [◇ **+ Q**]. The Page Info dialog box will open:

Refresh a Web Page

You can refresh (reload from the originating server) the Web page you are currently viewing in either of two ways:

- Press **Menu** ◇ then select **Refresh**.
- Use the keyboard shortcut by pressing ◇ **+ R**.

Stop a Web Page from Loading

You can stop a Web page from loading in either of two ways:

- Press **Menu** ◇ then select **Stop Loading**.
- Use the keyboard shortcut by pressing ◇ **+ .**.

Web Browser Settings

You can customize a number of settings from the Web Browser Settings screen:

Specifically, you can:

- *Set Your Home Page*
- *Set Your Search Engine*
- *Set Web Page Load Complete Alert*
- *Show Pictures*
- *Clear History*
- *Clear Cache*
- *Clear Cookies*

The sections below explain what each setting means.

Set Your Home Page

To set your Web home page (the page you want the browser to open by default), do the following while in the Web Browser application:

1. From the Web Browser screen, press **Menu** then select **Settings**.
2. On the Settings screen, scroll to the **Home Page** text field and type the URL of your preferred home page.
   Alternatively, you could select the **Use Current Page** button if you want to use the Web page that was displayed on the screen before you opened the Settings screen.
3. Press **Back** to save your setting.

Set Your Search Engine

To set the search engine you want to use by default, do the following while in the Web Browser application:

1. From the Web Browser screen, press **Menu** then select **Settings**.
2. On the Settings screen, scroll to highlight the **Search Engine** pop-up menu.
3. Press the wheel to open the list of options.
4. Scroll to your preferred search engine and press the wheel to select it.
5. Press **Back** to save your setting.

Set Web Page Load Complete Alert

If you want an alert to sound when a Web page has finished loading (assuming you are in another application at the time the page loads), then select a ringtone from this pop-up menu.

Show Pictures

You can decide if you want the Web Browser to display Web pictures on your device by doing the following while in the Web Browser application:

1. From the Web Browser screen, press **Menu** then select **Settings**.
2. On the Settings screen, scroll to highlight the **Show Pictures in Web pages** check box.
3. To have pictures display, press the wheel to select the check box; to prevent pictures from displaying, press the wheel to clear the check box. Web pages should load faster if you clear this check box.

Clear History

History contains a chronological list of Web pages you have visited (up to 100). To remove all Web pages from the list, scroll to highlight the **Clear History** button, then press the wheel to select it. Note that when you clear your history, you also clear your Recent Pages list.

Clear Cache

The device cache stores temporary Internet files such as Web pages and files (such as graphics). The device allocates up to 800 KB for the cache. This speeds up the display of pages you frequently visit or have already seen because the browser can open them from your device memory rather than the Web.

To clear your cache, scroll to highlight the **Clear Cache** button, then press the wheel to select it. Note that this may take a while. You'll be notified when the cache has been cleared.

Clear Cookies

Many Web sites save information to your system (the Web proxy service in this case) so sites can "remember" information you've entered (including which pages you've visited within their site) for future reference. This information is stored in a small text file, called a cookie. Know that only the information you type while visiting a Web site can be stored. Also, know that the presence of a cookie does not allow any external Web site access to other information on your device. A Web site can only read the cookie that it created.

If you want to delete all the cookies stored for your account on the Web proxy service database, scroll to highlight the **Clear Cookies** button, then press the wheel to select it.

6. Making Phone Calls

Your Phone application has many unique features that will make it easier than ever to stay connected! Read the topics in this chapter to learn how to take advantage of all the application has to offer:

- **Phone Splash Screen** on page 63
- **Keyboard Shortcuts** on page 64
- **Title Bar Indicators** on page 64
- **Manage Your Speed Dial List** on page 64
- **Headset or Handset?** on page 66
- **Adjusting Volume** on page 66
- **Place a Call** on page 67
- **Features While on a Call** on page 70
- **Answer a Call** on page 72
- **End a Call** on page 72
- **Your Call Log** on page 73
- **Listen to Voice Mail** on page 75
- **Phone Settings** on page 75

Phone Splash Screen

To open the Phone application, first press **Jump** , then scroll to highlight the Phone icon in the left-hand “ring” of applications. You will see the Phone “splash” screen on the right side of the screen when you’ve highlighted the Phone application icon:

The splash screen shows the total call time elapsed since you last reset the counter (read more in *Accumulated Call Time and Reset* on page 76) as well as the network operator to which your device is currently connected.

Keyboard Shortcuts

While you're in the Phone application, you can use the following shortcuts for menu items:

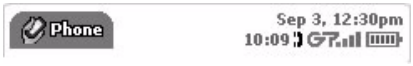
End Call	✕
Dial with Wheel	◇ + W
Add Contact...	◇ + @
Edit Contact...	◇ + E
New Speed Dial...	◇ + D
Call Log	◇ + L
Second Call...	◇ + N
Mute/Un-mute Call	◇ + M

Note that while you're on a phone call:

- Press @ (at sign) to create a ***** (star) tone.
- Press **.** (period) to create a **#** (pound) tone.

Title Bar Indicators

Your device title bar will show you the status of your Phone application; for example:



The phone symbol shown above, plus others you might see at some time, are explained below:

03:40	You have one call active; time elapsed is 3 minutes, 40 seconds. Note that the phone icon and the time display alternately. If you have two calls active, you'll see one phone icon blinking and the time displayed will be for the foreground call.
	Call forwarding is turned on. Your phone will not ring.
	You have unheard voice mail.

Manage Your Speed Dial List

You can store up to eight speed dial numbers for easy dialing. Note that shortcut #1 is reserved for your voice mailbox number and cannot be reassigned.

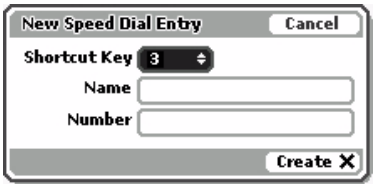
Once you store a speed dial number, you can easily dial that number by pressing and holding the shortcut number for at least two seconds. Very convenient! You can always check your Speed Dial list assignments by opening the **Recent** pop-up menu on the main dialing screen.

You can add, edit, or delete speed dial numbers from the **Settings > Speed Dial** screen or from the **New Speed Dial** menu item. Details follow.

Adding a Number to Your Speed Dial List

To add a number to your Speed Dial list, do the following while in the Phone application:

1 From the main Phone screen, press **Menu** then select **New Speed Dial... [+ D]**. The New Speed Dial Entry dialog box opens:



2 The next-available shortcut number is selected by default in the pop-up menu. You can use this number or any other number that isn't already assigned.

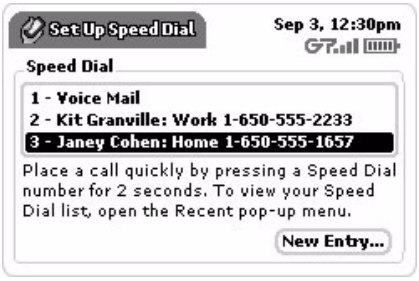
3 Type the **Name** and **Number** of the contact. As you type the name, possible matches from your Address Book contacts will appear in a pop-up menu for easy selection.

4 Select **Create**. Your speed dial number is saved.

Editing an Existing Speed Dial Number

To edit an existing speed dial number, do the following while in the Phone application:

1 From the main Phone screen, press **Menu** then select **Settings > Speed Dial**. The Set Up Speed Dial screen appears.



2 Scroll to highlight the entry you want to edit, then press the wheel. The Edit Speed Dial Entry dialog box appears. Make your change to the shortcut key, name, or phone number. You can also discard the speed dial entry from this dialog box.

3 When finished, select **Done**.

Removing an Existing Speed Dial Number

To remove an existing speed dial number, do the following while in the Phone application:

1 From the main Phone screen, press **Menu** then select **Settings > Speed Dial**. The Set Up Speed Dial screen appears.
2 Scroll to highlight the entry you want to remove.
3 Press the DEL key .
4 You'll receive a confirmation dialog box; select **Discard**. The speed dial entry is removed.

Headset or Handset?

When making a phone call, you can use the device as a handset or use the headset.

- **Handset** - Make sure the display lid is in the closed position. Hold the phone as a receiver, speaking into the microphone located between the Menu and Jump buttons.

  Tip! The listening sound is best when you hold the phone tight against your ear and the "mouthpiece" slightly away from your face, as shown in the illustration above. The microphone is sensitive enough to pick up your voice even if you hold it at this angle (about 20-30 degrees relative to your face).
- **Headset** - Plug your headset lead into your device headset/camera jack as shown above.

Adjusting Volume

While you're on an active call, you can adjust the speaker volume:

1 Scroll to highlight the speaker volume button Volume , then press the wheel. The Volume control opens:

2 Rotate the wheel to adjust the volume up or down: rotating up (away from you) increases volume; rotating down (toward you) decreases volume.

Place a Call

There are many ways you can “dial” a call with your device. This section describes all the methods. Pick the one that suits you:

- *Keyboard Dialing* on page 67
- *Keypad Dialing* on page 67
- *Redialing a Number* on page 68
- *Speed Dialing* on page 68
- *Dialing Recent Numbers* on page 68
- *Dialing Using Letters* on page 68
- *Dialing from the Call Log* on page 68
- *Dialing from the Look Up Screen* on page 69
- *Dialing from Contact Information* on page 69

Dialing Method	Instructions
Keyboard Dialing	With the device display lid open, type the number using the number keys. Press **Send Call** to place the call.
Keypad Dialing	Scroll to highlight the dial mode button: Then press the wheel to open the on-screen keypad: Scroll to highlight a number, then press the wheel to select it. Continue until your number is complete. If you type an incorrect number by mistake, use the Delete key to erase it. Press **Send Call** to send the call.

Dialing Method	Instructions
Redialing a Number	You can redial a number you just disconnected by pressing the Redial button.
Speed Dialing	You can place a call using an assigned speed dial number. Press and hold the shortcut number key for at least two seconds to send the call. **Tip**: If you've forgotten your speed dial number assignments, open the Recent pop-up menu on the main dialing screen. Your Speed Dial list is shown at the top.
Dialing Recent Numbers	The Phone application stores a list of the last 10 numbers you've called, received, or missed. To open this list, scroll to highlight Recent, then press the wheel to open the pop-up menu: Scroll to highlight the number you want to call, then press the wheel to send the call. The symbols to the left of the name/number tell you the "category" of the recent call: - Incoming - Outgoing - Missed In addition, at the top of the recently-called list is a list of your stored Speed Dial numbers.
Dialing Using Letters	If you want to dial a phone number that appears as letters (such as 1-800-FLOWERS), you can use the keyboard's alpha keys to type the number. The Phone application will "interpret" the letters and send the numeric equivalent.
Dialing from the Call Log	The Call Log is described in detail in *Your Call Log* on page 73, but (in brief) here's how to dial using the Call Log: • Open the menu and select **Call Log** [**+ L**]. • Scroll to highlight the number you want to call, then press the wheel to send the call.

Dialing Method	Instructions
Dialing from the Look Up Screen	You can open a "Look Up" view into your Address Book that just lists your contacts and phone numbers. To use this screen to dial a number: • Scroll to highlight , then press the wheel to open the Look Up screen. • An abbreviated Browse Contacts screen appears, showing names and phone numbers. • To find a contact quickly, start typing the name and the Match dialog box will open, narrowing your search. Alternatively, you can scroll through your contacts until you find the phone number you want to call, then press the wheel to send the call. • You return to the Phone application screen.
Dialing from Contact Information	You can call a contact stored in your Address Book directly from their contact information: • From the Jump screen select **Address Book**. • Open the information for the contact you want to call. • Scroll to highlight the phone number of interest. • Either press and hold the wheel to open the context menu and select **Call** or press **Menu** and select **Call**. • You return to the Phone application as the call is sent.

Dialing Pauses

You can embed pauses into a phone number you dial by inserting either the comma (,) or semicolon (;) in the number sequence. Each behaves a little differently:

- comma (,) - When a comma is reached in the sequence, a three-second pause is inserted before the next number is dialed.
- semicolon (;) - When a semicolon is reached in the sequence, a dialog box opens, prompting you to select **OK** if you want the next number in sequence dialed.

So, if you want to dial a number that will then ask you to select an option (e.g., "Press 1 to contact Sales; press 2 to contact Customer Support; press 3 to contact Technical Support."), and then another option (e.g., "Press 1 to leave a message; press 2 to hold for a representative."), you could type:

1-800-555-4488,2,2

In the example above, you would be placed on hold to wait for a representative without having to listen through and select the options. If you used semicolons (;) instead of commas (,) in the sequence above, you would need to watch the display of your device and respond to the dialog box prompts to dial the option numbers.

Features While on a Call

While you're on a call, you can:

- *Enter Additional Numbers*
- *Mute Your Call*
- *Make a New Call*
- *Make a Conference Call*

Enter Additional Numbers

Sometimes after connecting to a phone number, you'll need to enter additional numbers (such as menu item choices or your voice mailbox security code). You can enter these numbers by using either of these two methods:

- **Method 1** - Use the keyboard. Note that you can press @ (at sign) to create a ***** (star) tone, and press **.** (period) to create a # (pound) tone.
- **Method 2** - Select to open the on-screen keypad. Scroll to highlight the number or symbol you want, then press the wheel to select it. Repeat for each character you need to enter. Press **Back** to dismiss the keypad when finished.

Mute Your Call

During an active call you can mute your side of the conversation by opening the menu and selecting **Mute Call** [**+ M**]. To open your side of the call to the listener again, open the menu and select **Un-mute Call** [**+ M**].

Make a New Call

While on an active call, you can place another call:

1 With your current call active, let the person you're speaking to know you're about to put them on hold.
2 Press **Menu** then select **New Call...** [**+ N**]. The active call is placed on hold automatically.
3 Place your second call number using one of the dialing methods described in *Place a Call* on page 67.
4 Your first call still appears on your screen, in the lower panel:

5 To switch between callers, select the Switch button, highlighted by default in the lower panel. After you select this button, the active caller is put on hold and their call is shown in the lower panel.

6 To end either call, select **End Call** while the call is active. To end the call on hold without resuming it, scroll to highlight the **End Call** button, then press the wheel. To end both calls at once, press **Menu** then select **End All Calls**.

Make a Conference Call

You can make up to a five-way conference call using your device (plus have one caller on hold). To do this, first you need to have one caller on the line. Then:

1 Press **Menu** then select **New Call...** [**+ N**]. Your foreground call is put on hold.

2 Call your second party (using any of the dialing methods). When that party answers, press **Menu** then select **Conference**. Your conference call displays as follows:

3 To add another party to the conference call, press **Menu** then select **New Call...** [**+ N**] again. Your conference call is placed on hold.

4 Call (using any of the dialing methods) your third party. When that party answers, press **Menu** then select **Add to Conference**.

5 You can continue selecting **New Call...** [**+ N**] from the menu until you have five callers on the conference call. **Note:** You can call a sixth party, but either the conference call will need to be placed on hold or the sixth party. From that state you can “switch” calls between the sixth party and the conference call.

6 From the conference call screen you can highlight an individual caller and press the wheel to open a context menu that offers the following actions:

- **Hold Other Callers** - To leave the caller you have highlighted in the foreground call, but put all the other callers in the conference on hold. select this option.
- **Disconnect Caller** - To drop the highlighted caller from the conference call, select this option. The other parties on the conference call remain.

7 To end the conference call, select End Call. If you also have a call on hold and want to end all calls, press **Menu** then select **End All Calls**.

Answer a Call

When you receive a new incoming phone call, you will see a notification screen like the following:

Since the **Answer** button is highlighted by default, all you have to do is press the wheel to answer the call.

To send the call directly to voice mail, highlight and select the **Forward to Voice Mail** button, or simply press **Back**.

There are a couple of special cases you should know about:

- **If your device is locked when a call comes in** press the wheel to answer the call. Once you're on the call, the phone screen will include a button that allows you to Unlock the device so you can use the Menu, Back, and Jump buttons.
- **If you are already in a call when another call comes in (call waiting)**, the notification screen will include a button to **Switch Calls**. If you press this button, the first call will be put on hold. Alternatively, you can press the **Forward to Voice Mail** button to send the incoming call straight to voice mail.

About Caller ID

If your caller does not have Caller ID blocked on their phone account, then the incoming call notification screen will include the caller information. In addition, if you have the caller in your Address Book, the notification screen will be further personalized with the label on the phone number and an identity icon, if you have stored this information.

For example, in the case that the caller does **not** have Caller ID blocked and you have the caller in your Address Book, you could get a notification screen that looks like the one in the illustration above for caller Gloria Grant.

End a Call

There are a few ways you can end your phone call:

- **If you are in the Phone application**, select the End Call button.
- **If you are in an application other than Phone**, press **Menu** then select **End Call**.
- **Regardless of where you are**, press **Back**.

Your Call Log

Your Call Log lists the calls that you have either:

- received (“incoming”),
- placed (“outgoing”), or
- didn’t pick up (“missed”)

The Log stores up to 10 calls in each of the three categories (**Incoming**, **Outgoing**, or **Missed**), for a total of 30 calls. When you reach the maximum limit in one of the categories, the oldest call is removed from the Log to make room for the new call. You can also clear your Log at any time (read more in *Clear Your Call Log* on page 75).

Views of Your Call Log

The Log is convenient because you can view your calls by category if you want. Your Call Log holds a history of your last 100 calls (first in-first out method of storing). Here’s how you can set your Log view:

1 Press **Menu** ◆ then select **Call Log** [◆ **+ L**]. The Log opens in either the default view (**All Calls**), or in the view you last selected.

2 From the Call Log screen, press **Menu** ◆ then **View** to open the submenu view options:

- All Calls - [◆ **+ 0**]
- Incoming - [◆ **+ 1**]
- Outgoing - [◆ **+ 2**]
- Missed - [◆ **+ 3**]

If you don’t have any calls in the category you selected, the screen will display the message “No calls in Call Log”.

3 The view you select “sticks” until you change it from the menu. Note that your currently-selected view is indicated by a bullet in the menu (“Incoming” in the example below):

An example Call Log is shown below, with the view set to **All Calls**:

Note the call category icons:

- - Incoming
- - Outgoing
- - Missed

Place a Call From the Log

You can use your Call Log to return or make calls. Here's how:

1 Press **Menu** then select **Call Log** [**+ L**]. Your Call Log appears.
2 Scroll to highlight the number you want to call, then press the wheel. Your call is placed.

Add/Edit Speed Dial from the Log

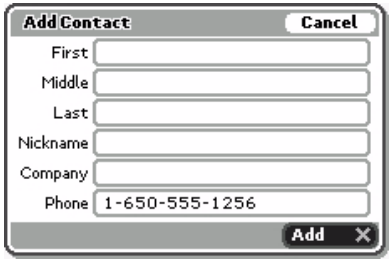
If one of your Log entries is also on your Speed Dial list, you can easily edit this entry from the Log. If an entry in your Log is not on your Speed Dial list, you can easily add the number to your Speed Dial list from the Log:

1 Press **Menu** then select **Call Log** [**+ L**]. Your Call Log appears.
2 Scroll to highlight the number you want to call, then press **Menu** and select **New Speed Dial...** [**+ N**] or **Edit Speed Dial...** (the appropriate entry will appear).
3 Either the Edit Speed Dial Entry or New Speed Dial Entry dialog box appears, as appropriate.
4 Type or edit the **Shortcut Key**, **Name**, and **Number** information.
5 Select **Create** or **Done** to dismiss the dialog box and save the changes.

Add Contact List from the Log

If one of your Log entries is also in your Address Book, you can easily edit this entry from the Log. If an entry in your Log is **not** in your Address Book, you can easily add that contact to your Address Book from the Log:

1 Press **Menu** then select **Call Log** [**+ L**]. Your Call Log appears.
2 Scroll to highlight the name/number you want to add or edit, then press **Menu** and select **Add Contact...** [**+ @**] or **Edit Contact...** [**+ E**] (the appropriate entry will appear).
3 Either the Add Contact or Edit Contact dialog box appears, as appropriate, with the caller's existing information filled in, or (if a new contact) the caller's name and number filled in--if that information is available. The Add Contact dialog box look like the following:



4 Complete or edit the fields, as you wish. When finished, select **Add** or **Edit** (as appropriate).
5 The contact information is saved and you are returned to the Phone application.

Clear Your Call Log

To remove all entries in all three Call Log categories (incoming, outgoing, and missed), do the following while in the Phone application:

1 Press **Menu** ◆ then select **Call Log** [◆ **+ L**]. Your Call Log appears.

2 Press **Menu** ◆ then select **Clear Log...**. You'll receive a confirmation dialog. Select **Clear Log** to have all calls disappear and your screen will report "No calls in Call Log". Select **Cancel** ✕ if you don't want to clear your Log after all.

Listen to Voice Mail

There are several ways you can call your voice mailbox to retrieve your voice mail.

- From a land line, call your voice mailbox number.
- Using your device keyboard, press and hold the #**1** key for at least two seconds (this is the speed dial shortcut to voice mail). The call to your voice mailbox is placed.

Phone Settings

You can set a variety of preferences from your Phone Settings screen. To open the Phone Settings screen, do the following while in the Phone application:

From the main Phone screen, press **Menu** ◆ then select **Settings** to open the Settings submenu. You can select from the following settings screens:

- *General Settings*
- *Call Forwarding & Voice Mail*
- *Set Phone Ringtones*
- *Set Speed Dial Shortcuts*

Each settings screen is described in the sections below.

General Settings

To reach the General settings screen, press **Menu** ◆ then select **Settings > General**. The Settings screen opens:

- **My Phone Number**

  Just in case you forget your device's phone number, it's shown on this screen. If, for some reason, your phone number does not appear, you can manually enter it by selecting the **Enter Number** button. Note that entering a number on this screen does not actually change your phone number. If you need to change your phone number, contact T-Mobile.

- **Accumulated Call Time and Reset**

  If you are keeping track of your calling time and need to reset the time to zero, select the **Reset** button. If, for some reason your phone number is not read from your SIM card, then you can enter it manually by selecting **Enter Number**. In the normal course of events, this should not be necessary.

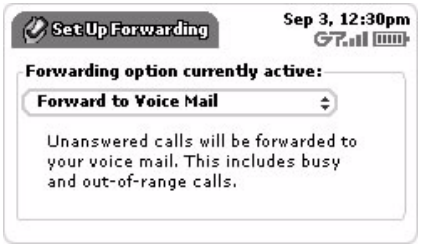
- **Phone Volume**

  Select the **Phone Volume** button to open the slider. Rotate the wheel up to increase volume; rotate the wheel down to decrease volume.

Call Forwarding & Voice Mail

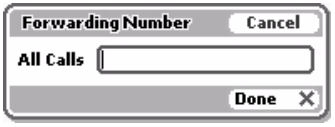
If you don't want to answer your phone for some reason and want the call to forward to another number (voice mail or somewhere else), you set this up by doing the following while in the Phone application:

1. From the main Phone screen, press **Menu** then select **Settings > Call Forwarding & Voice Mail**. The Set Up Forwarding screen appears.
2. In the Settings section, scroll to highlight **Call Forwarding & Voice Mail**, then press the wheel. The Set Up Forwarding screen opens. The currently-selected (active) forwarding option is the one selected on the pop-up menu.
3. You have the following forwarding options:
   - **Forward to Voice Mail**



   - **Forward All Calls**

You can choose to forward to **Voice Mail** or **Other...**. If you select **Other...**, a dialog box opens in which you must type the other number:



- **Forward to Custom Number**

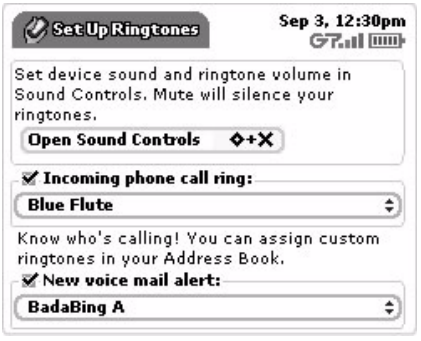
For each call situation (**Busy**, **Unanswered**, or **Out-of-range**), you can select a forwarding number. Again, you can choose from **Voice Mail**, **Other...**, or **Disable** (to disable forwarding). If you select **Other...**, then the Forwarding dialog box opens, in which you must type the other number.

To turn off forwarding altogether, select the **Disable** option for each call situation.

Set Phone Ringtones

You can set up your device so that you're notified of an incoming call or new voice mail by a ringtone you select. You do this from the Phone Settings screen:

1 From the main Phone screen, press **Menu** then select **Settings > Ringtones**. The Set Up Ringtones screen appears.



2 In the first group box you can open the Sound Controls by selecting that button.

3 In the second group box, you can set your **Incoming phone call ring**. Select the pop-up menu to open it and see all the possible rings you can select:

4 If you do **not** want to be notified of a new incoming call or voice mail, select **None**.

5 If you **do** want to be notified of a new incoming call or voice mail, then select from one of the possible ringtone categories. To view the songs for a particular category, press the wheel. In the example above, all the songs in the Chimes category are shown. To dismiss any of the submenus, press **Back** ✕.

Note that the category and song currently in effect are highlighted.

6 To select one of the songs for your ringtone, press the wheel when the song is highlighted and marked with a bullet.

7 Press **Back** ✕ to save your settings.

Set Speed Dial Shortcuts

You can store up to eight speed dial numbers (#2 - #9). Shortcut #1 is permanently reserved for voice mail.

You can add new or edit existing speed dial numbers from the **Settings > Speed Dial** screen. Read details in *Manage Your Speed Dial List* on page 64.

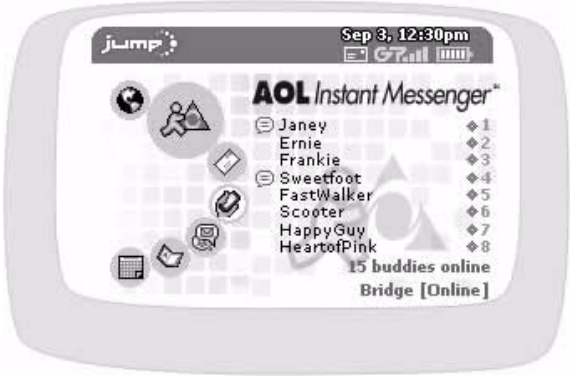
7. Instant Messaging

What could be more fun than sending instant messages while you're on the go? Not much! Read all about how to use the AOL Instant Messenger™ service in this chapter:

- **Instant Messaging Splash Screen** on page 79
- **Keyboard Shortcuts** on page 80
- **Add a Screen Name** on page 80
- **Sign On** on page 81
- **Sign Off** on page 82
- **Switch Screen Names** on page 82
- **The Buddy List Screen** on page 83
- **Manage Groups** on page 84
- **Manage Buddies** on page 86
- **IM Conversations** on page 89
- **:) Smileys** on page 91
- **Set an Away Message** on page 91
- **Instant Messaging Settings** on page 93

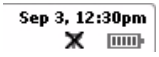
Instant Messaging Splash Screen

To open the Instant Messaging application, first press **Jump** , then scroll to highlight the AIM® icon in the left-hand "ring" of applications. You will see the AOL Instant Messenger™ "splash" screen on the right side of the screen when you've highlighted the AIM® application icon:



The splash screen lists all your active conversations along with the buddy screen name and the conversation number. The screen also tells you how many of your buddies are online at the time and the screen name you're currently using. You can use the conversation shortcuts (1) to jump to a conversation from the Jump screen.

If you are out-of-network and therefore unable to connect to AIM, you will see an **X** in the radio signal area of the notifications bar:



If you have been disconnected from the IM server, you will see this icon in the notifications bar:

Keyboard Shortcuts

While using AIM, you can use the following keyboard shortcuts for menu items:

Send IM...	◆ + M
New Buddy...	◆ + N
New Group...	◆ + N
Edit Buddy	◆ + E
Discard...	⌫
Move	◆ + O
End Conversation	◆ + .
End All Conversations	Shift + ✕
Smileys	◆ + Y
Away Messages	◆ + W
Open a particular conversation	◆ + <conversation number> Note that the shortcut keys to conversations work while in the AIM application and from the Jump screen.

Add a Screen Name

Before you can use AIM on your device, you must have an AOL Instant Messenger account. **If you don't already have an AOL or AIM account**, no problem! Just follow the instructions below.

1. From the AOL Instant Messenger sign on screen, select **New User** from the **Screen Name** pop-up, then select the **Sign On** button.
2. The New User dialog box opens:

Select the **Create New Screen Name** button; you'll be taken to the new AIM Registration page via the device Web Browser.

3 Complete the online forms that appear on your screen. When you're done, you'll be returned to the AIM Sign On screen, with your new screen name showing as one of the options in the **Screen Name** pop-up menu:

Sign On

Once you have at least one screen name, you're ready to sign on!

Signing On for the First Time

1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.

2 Type your Screen Name and Password in the fields. To save yourself the trouble of typing these again, select the **Save Password** check box.

3 Scroll to highlight the **Sign On** button, then press the wheel.

4 This screen name will now appear in the Screen Name pop-up menu.

Signing On After the First Time

1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.

2 The last screen name you used to sign on appears pre-populated in the Screen Name field. If you've selected the **Save Password** check box, then your password is also pre-populated. If you want to use this screen name, select the **Sign On** button.

3 If you want to use a different screen name to sign on, either type a screen name and password directly in the fields, or use the **Screen Name** pop-up menu.This menu lists all the screen names that have been used to sign on to AIM from your device.

Note that if this is the first time you've signed on to AIM using your device, there will be no entries in the pop-up menu (except **New User** and **Remove Name...**).

4 To open the pop-up menu, scroll to highlight , then press the wheel. The pop-up appears:

Scroll to highlight the screen name you want to use to sign on, then press the wheel.

5 Type your password. Again, if you want the device to remember this screen name/password combination, select the **Save Password** check box.

6 Select the **Sign On** button. You're in.

7 If you want to add an existing AOL screen name to the list, or remove a screen name, read *Add a Screen Name* on page 80 and *Remove Existing Screen Name* on page 82.

Sign Off

To sign off from AIM at any time, press **Menu** and select **Sign Off**.

Switch Screen Names

You can switch screen names at any time:

1 From any of the AIM screens, press **Menu** then select **Sign Off**. The Sign On screen appears.

2 From the Screen Name pop-up menu, scroll to highlight the screen name you want to use to sign on, then press the wheel.

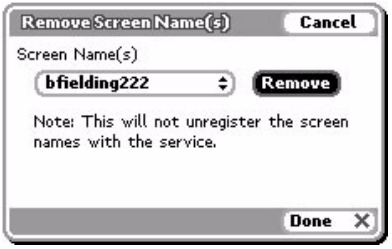
3 Select the **Sign On** button.

Remove Existing Screen Name

You can remove one or more names from your **Screen Name** pop-up menu. Note that if you do this, **you will not be deleting either your AIM or AOL account,** you will just be removing the screen name from the list. You can always add the name back in later by typing it in Screen Name/Password fields and then signing on.

It's easy to remove a name. Note that you must be signed off to remove a screen name.

1 From the Sign On screen, open the **Screen Name** pop-up menu and select **Remove Name**. The Remove Screen Name(s) dialog appears:



2 Scroll to highlight the pop-up menu and press the wheel to open it:

Scroll to highlight the name you wish to remove.

3 Scroll to highlight the **Remove** button, then press the wheel.

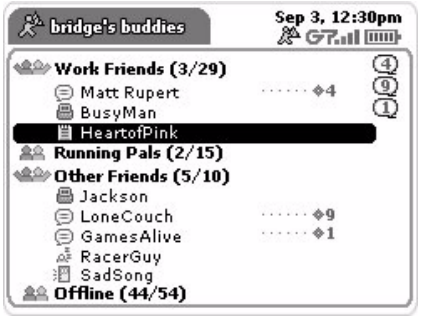
4 To remove more names, select another name from the pop-up menu, then select **Remove**.

5 Continuing removing until finished, then select **Done** . Now, the name(s) you've removed will not appear on the Screen name pop-up menu.

Tip: To put a removed screen name back on the **Screen Names** pop-up menu, simply sign on using that screen name by typing the Screen Name and Password manually on the Sign On screen.

The Buddy List Screen

The Buddy List screen is your main view into the AOL Instant Messaging service. The screen shows a grouped listing of all your buddies:



At the very top of the screen in the title bar you'll see your screen name.

Next, all the groups you have created are listed and marked with a group icons, with the buddies in collapsible lists.

- To open (expand) a group's list, scroll to highlight the group name, then press the wheel. The group icon "opens": .
- To collapse the list, press again: the buddy names disappear and the group icon "closes": .

With the group contents expanded, to the far left of each buddy screen name you'll see their open conversation number (if you have a conversation open with them), and to the left there is an availability/status icon, if applicable. Here's what the icons mean:

	Buddy is away (start a conversation to view their away message).
	You've blocked this "buddy".
	The buddy is idle.
	You have a new message from this buddy.
	The buddy has signed on (icon displays only a few seconds).
	The buddy has signed off (icon displays only a few seconds).
	Buddy is signed on from a Sidekick. Their idle state is shown on the right.
	Buddy is signed on from a wireless device. Their idle state is shown on the right.

Buddies who are "offline" are shown in the Offline folder in italic font.

Running vertically down the right side of the screen, all the conversations with unread messages are symbolized by little balloons, with the conversation number in the balloon. Note also that if you have an unread message, you will see the AIM icon in the title bar:

Manage Groups

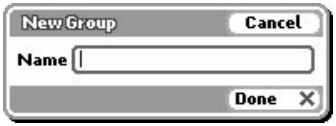
You use "groups" to organize your buddies, much like you use folders to organize your email and text messages. You can create new groups, rename existing groups, move groups, and discard existing groups. Note, however, that you cannot discard the "system" group, **Offline**.

Add a Group

To add a new group to your Buddy List, do the following while in the IM application:

1 If your Buddy List isn't displayed, press **Back** until your Buddy List displays.

2 Scroll to highlight one of the existing groups, then press **Menu** and select **New > Group...**[**+ N**]. The New Group dialog box opens:



3 Type the new group in the **Name** box.

4 Select **Done** ✕. The group is added to your list.

Rename a Group

Once you've created a group, you can change the group's name:

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Scroll to highlight one of the existing groups, then press **Menu** ◇ and select **Rename...** [◇ **+ E**]. The Rename Group dialog box opens:

3 Edit the new group **Name**.

4 Select **Done** ✕. The group is displayed with its new name on your Buddy List.

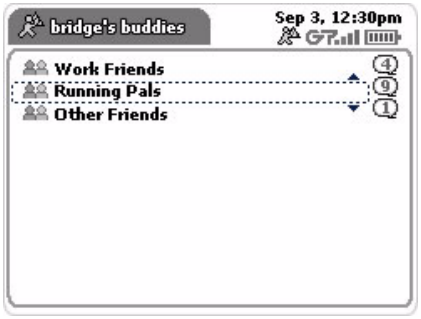
Move a Group

You can rearrange the order in which groups appear in your Buddy List:

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Scroll to highlight the group you wish to move.

3 Press **Menu** ◇ then select **Move** [◇ **+ O**] to enter "move mode". The group you are moving is shown focused within a dotted line:



4 Rotate the wheel to position the group where you want in your Buddy List. Press the wheel to place the group and exit move mode.

Discard a Group

You can discard any of the groups you've created (along with the Buddies in that group). You cannot, however, discard the Offline group, which has a special status as a "system group".

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Scroll to highlight the group you wish to discard.

3 Press **Menu** ◇ then select **Discard** [⌫]. A confirmation dialog opens.

4 If you're sure you want to remove this group and all its contents (buddies), select **Discard**. Note that if you discard the buddies, they will be removed from your Buddy List altogether.

To cancel the action and keep the buddy on your list, press **Cancel** ✕.

Manage Buddies

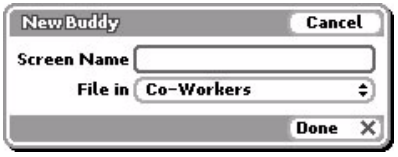
You can add Instant Messaging buddies, change their group assignment, remove and move them.

Add a Buddy

To add a buddy to your list, follow the steps below:

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Press **Menu** ◇ then select **New > Buddy...**. The New Buddy dialog box appears:



3 Type the **Screen Name**, and in the **File in** pop-up menu, select the group in which you want to file the buddy.

4 Select **Done** ✕. The buddy is added to your list!

Tip: If you're having a conversation with a person not on your Buddy List, you can add them to your list quickly by pressing **Menu** ◇ then selecting **New > Buddy...**. Their screen name is pre-populated in the New Buddy dialog box.

Edit a Buddy

Once you've added a buddy, you can change what group the buddy is in, and how you're notified when the buddy signs on/off or sends you a message. To edit a buddy, do the following while in the IM application:

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Press **Menu** ◆ then select **Edit...** [◆ **+ E**]. The Edit Buddy screen displays:

3 From this screen you can:

- Change the group in which you've filed the buddy.
- Set alerts (notifications) for when your buddy signs on, signs off, or sends you a new message.

4 After making your edits, press **Menu** ◆ then:

- Select **Cancel** [◆ **+ .**] to cancel all changes.
- Select **Done** ✕ to save your changes.

Move Buddies

You can move buddies within a group and to a different group without opening the Edit Buddy screen:

1 If your Buddy List isn't displayed, press **Back** ✕ until your Buddy List displays.

2 Scroll to highlight the screen name of the buddy you wish to move.

3 Press **Menu** ◆ then select **Move** [◆ **+ O**] to enter "move mode". The buddy you are moving is shown focused in a dotted line:

Note: If the buddy you are moving is offline, once you select **Move**, the buddy is shifts from the Offline group to the group in which they would appear if online.

4 Rotate the wheel to position the buddy in the group you want. (The buddy moves in real time.) Press the wheel to place the buddy and exit move mode.

Note: If the buddy you were moving was offline, once you press the wheel to place them in a new group, they will return to the Offline folder (until they sign on again).

Discard a Buddy

To remove a buddy from your list, do the following while in the IM application:

1. If your Buddy List isn't displayed, press **Back** until your Buddy List displays.
2. Scroll to highlight the screen name of the buddy you wish to discard.
3. Press **Menu** then select **Discard** [ ]. A confirmation dialog opens.
4. If you're sure you want to remove this buddy, select **Discard**. Otherwise, to cancel the action and keep the buddy on your list, press **Cancel**.

Block/Unblock Buddies

If you want to block messages from a particular buddy, you can easily do so while in the IM application:

1. If your Buddy List isn't displayed, press **Back** until your Buddy List displays.
2. Scroll to highlight the screen name of the buddy you want to block.
3. Press **Menu** then select **Block**.
4. The buddy's screen name still appears on your Buddy List, but now it's in the Offline group and the "forbidden" icon appears to next to the buddy's name:

5. To unblock messages from this buddy, highlight their screen name in the Offline group and select **Unblock** from the menu. The screen name moves under the group you had previously assigned to them and you will start receiving messages from this buddy again.

   You can also unblock one or more buddies from the Settings screen, as described in *Manage Blocked Users List* on page 95.

IM Conversations

Conversations are one-on-one chat sessions you have with your online buddies. With AIM, you can have up to 10 online conversations going at the same time. This section explains how to start and end conversations, as well as how to keep track of all the conversations you have going at one time!

Start/End an IM Conversation

To send a message to one of your buddies, follow the instructions below.

1 From the Jump screen, select AOL Instant Messenger. The Sign On screen appears.

2 Sign on to AIM using the instructions in either:

- *Signing On for the First Time* on page 81
- *Signing On After the First Time* on page 81

3 If your Buddy List doesn't display, press **Next** [✕] until your Buddy List appears.

4 From the Buddy List screen, you can start a conversation screen in either of two ways:

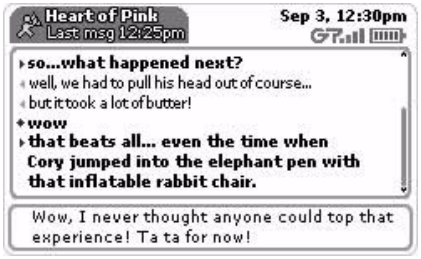
- **Method 1:** Scroll to highlight the screen name of the buddy with whom you want to message, then press the wheel. A conversation screen opens.

  Tip: If you have a long Buddy List, to find a buddy's screen name quickly, start typing the first few characters of the buddy's screen name and the auto-find feature will highlight the closest matching screen name.

- **Method 2:** Press **Menu** ◆ then select **Send IM...** [◆ **+ M**]. The Send Instant Message dialog box opens:

  In the **Send to** text box, type the **screen name** of the buddy you want to message. You can also open the pop-up menu and select a screen name (all your buddies are listed there). Select **Start Conversation** ✕ (or press **Return**). A conversation screen with this buddy opens with your initial message showing.

5 You use the lower panel to type your messages. Here's an example of a conversation-in-progress:



  Note! If you send a message and it appears in the top panel in *italic*, this indicates that you've been temporarily disconnected from the IM service. You will be reconnected automatically as soon as possible, at which time your message will appear in regular font, not italic.

6 To end a conversation, press **Menu** ◆ then select **End Conversation** [◆ **+ .**].

Tip: If you want to Sign Off and end all your conversations at once, simply return to the Buddy List screen, press **Menu** ◆ then select **Sign Off**.

IM Conversation Indicators

Most every screen you view within Instant Messaging, including the splash screen, contains **balloon indicators** , one for each active conversation in which you have an unread message.

In addition, each open conversation is numbered and usually displays to the right of the buddy name in any of the lists . If you're in the AIM application or on the AIM Jump screen and you press **Menu + <conversation number>**, you will be taken to that conversation screen.

Switch Between IM Conversations

The easiest way to switch between conversations is to press **Menu + <conversation number>**. You can also press **Menu** and select **IM Conversations** [**+ D**] to open a submenu of all your active conversations. From this list, select the conversation you want to make active.

Open Links Embedded in Conversations

If a buddy sends you an email address, URL, or phone number in a conversation, you can take an action on that item from the menu, as shown in the example below, using the URL embedded link:

If the conversation contains an embedded email address or phone number too, the menu options will appear as follows:

Simply select the appropriate menu option from the open conversation window to:

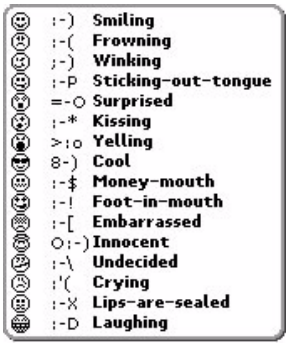
- go to the URL via the Web Browser application
- compose an email via the Email application
- place a phone call via the Phone application

Note that your conversation will stay open while you use another application to take one of these actions.

:) Smileys

While you're in a conversation you can add smileys (emoticons) to your message. To add a smiley, do the following:

1 With an open IM conversation on your screen, press **Menu** then select **Smileys** [**+ Y**] to open the submenu:



2 Scroll to highlight the smiley you want to insert into your conversation, then press the wheel to place it. You can also insert a smiley by typing the ASCII equivalent (the center column in the menu).

Note: On devices that do not support the graphical smileys, the ASCII version of the smiley will be displayed.

Set an Away Message

Tip: To create new custom away message categories, you must go to your Web browser client on your computer and edit or create them there.

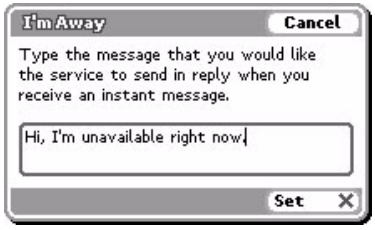
To set an away message you must first be signed on to AIM (read more in *Sign On* on page 81). Once you're signed on:

1 If your Buddy List isn't displayed, press **Menu** then select **Buddy List**.

2 Press **Menu** then select **Away Messages** [**+ W**] to open the submenu. The default categories are shown in the example below. (You can create new categories only from the AIM Web browser client on your computer.)

3 Scroll to highlight the away message you want to select, then press the wheel.

4 If you select **I'm Away...**, then a new dialog box will open in which you can type the message that will be sent to the sender while you're away:



After you type your I'm Away message and press **Set**, the I'm Away dialog box will stay open until you return and select the **I'm Back** button:

5 If you select one of the other unavailable messages, The I'm Away dialog box opens with a standard (but appropriate) message. This dialog box will remain on your screen in Instant Messaging until you press the **I'm Back** button.

6 While you're away, other device users will see the Away icon next to your name in their Buddy List. If you have any open conversations when you set an away message, your away message will appear in your buddy's conversation screen.

7 To change your status from away to available, select the **I'm Back** button.

Instant Messaging Settings

You can set many preferences from the Settings screen. To open this screen, do the following while in the IM application:

From either the IM Sign On screen or the Buddy List screen, press **Menu** then select **Settings**. The Settings screen appears:

From this screen you can:

- *Show Graphical Smileys* on page 93
- *Set Up Accept Messages* on page 94
- *Set Buddy Alert Rings* on page 94
- *Manage Blocked Users List* on page 94

Show Graphical Smileys

You can choose to display graphical smileys in your IM conversations, or not. Scroll to highlight the check box, then press the wheel to select it if you want to display smileys. Press the wheel again to clear the check box if you want to suppress the graphical smileys. If you do not select this option, then if you insert smileys in your message, the ASCII version will display.

Expose Idle State

If you want users who have you on their Buddy List to see when you're "idle", then scroll to highlight the **Allow users to see when I'm idle** check box, then press the wheel to select it. If you leave this check box unchecked, then the idle icon will **not** appear next to your screen name on other's Buddy Lists when you've been idle for 10 minutes or more.

Set Up Accept Messages

You can set up AIM so that if someone **not** on your Buddy List sends you an instant message, you will first see an alert asking you if you want to accept the message. To set this up, do the following:

1 From the Buddy List screen, press **Menu** then select **Settings**. The Settings screen appears.

2 Look at the **Show "Accept Message" dialog box** check box. If you want to see the dialog box when someone not on your Buddy List sends you a message, scroll to highlight the check box, then press the wheel to select it. If you want to turn off Accept Message, clear the check box by highlighting the check box, then press the wheel to clear it.

3 With Accept Message checked, when you receive a message from someone not on your Buddy List, you'll get an alert like the following:

4 Choose from the following courses of action:

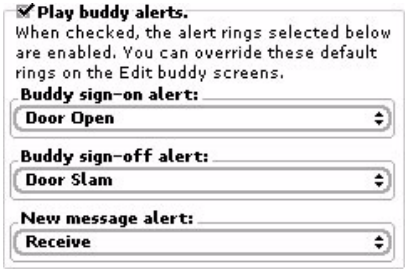
- **Block User** - The sender of the message will be blocked from sending you any messages, including the one they're trying to send. You won't see any more Accept Message dialog boxes for this sender, until you "unblock" them. (Read more in *Block/Unblock Buddies* on page 88.)
- **Decline** - The sender of the message will be blocked from sending you any messages, including the one they're trying to send, for as long as you are signed in. The next time you sign on, if this person sends you another message, you'll receive the Accept Message dialog box again.
- **Accept** - You will see the message from the sender.

Set Buddy Alert Rings

In order for Buddy Alert Rings to work, you must enable these alerts from the Settings screen.

1 From the Buddy List screen, press **Menu** then select **Settings**. The Settings screen appears.

2 Look at the **Play buddy alerts** group box:



To **enable** buddy alerts, scroll to highlight the **Play buddy alerts** check box, then press the wheel to select it. (To disable buddy alerts, select the check box again to clear it.)

3 Once you enable buddy alerts, you can select different alert rings for the following events:
   - **Sign On** - Ring sounds when a buddy signs on.
   - **Sign Off** - Ring sounds when a buddy signs off.
   - **New Message** - Ring sounds when you receive a new instant message.

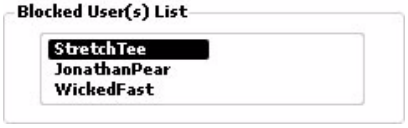
   To pick an alert, first select a ringtone “category” from the pop-up menu on the left, then select a corresponding “sound” from the submenus.
4 Your changes are saved as soon as you make them.

You can override these settings for individual buddies on the Edit buddy screens. Read more in *Edit a Buddy* on page 86.

Manage Blocked Users List

If you do not want to receive messages from an individual on your Buddy List, you can “block” messages from them. The instructions for doing this, and unblocking a buddy’s messages, are in *Block/Unblock Buddies* on page 88. You can also unblock buddies from the Settings screen, as described below.

1 From the Buddy List screen, press **Menu** then select **Settings**. The Settings screen appears.
2 Scroll down to the bottom of the screen to the **Blocked User(s) List** group box:



3 To unblock any of the users in your list, scroll to highlight the screen name of the buddy you want to unblock, then press the wheel to select it. The Blocked User dialog box opens:

4 The **Unblock** button is selected by default. Press the wheel to select it and unblock the buddy. (To cancel your action and keep your buddy on the blocked list, select the **Cancel** button.)
5 Once you unblock a buddy, their screen name appears again under the assigned group name on the Buddy List screen.

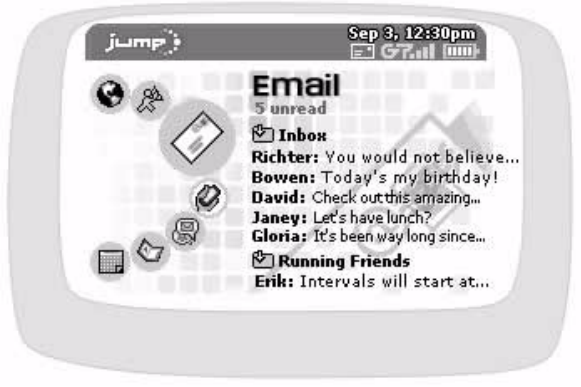
8. Email Messaging

The Email application on your device is easy to use and rich in features. Not only do you get your own device email account, but you can also pull in other email from up to three of your external email accounts. Read the topics in this chapter to take full advantage of this flexible application.

- **Email Splash Screen** on page 96
- **Browse Email Screen** on page 97
- **Status Indicators** on page 98
- **Keyboard Shortcuts** on page 98
- **View Your Email** on page 100
- **Move Messages to Folders** on page 102
- **Send Messages** on page 103
- **Add Email Senders to the Address Book** on page 105
- **Add Email Recipients to the Address Book** on page 105
- **Discard Email Messages** on page 106
- **Manage Email Folders** on page 107
- **Manage Your Email Accounts** on page 110
- **Email Settings** on page 114
- **Space Limitations** on page 117

Email Splash Screen

To open the Email application, first press **Jump**, then scroll to highlight the Email icon in the left-hand “ring” of applications. You will see the Email “splash” screen on the right side of the screen when you’ve highlighted the Email application icon:



The splash screen is handy because it shows all your **unread** messages, sorted first by folder then order received (newest message first). If you have unread messages in more than one folder, the folder will also display on the splash screen, as shown above.

Browse Email Screen

The Browse Email screen is your main view into the Email application:

The Browse Email screen lists all your emails, grouped into folders, ordered by date. (Read more about ordering this list in *Sort Email Messages* on page 102.)

In the illustration above you'll see the "system folders"-- **Inbox**, **Saved**, **Sent**, **Drafts**, and **Trash** -- plus all the folders you have created to organize your emails, identified by a folder-type icon:

To the right of the folder name, if it has unread messages, the number of **unread** messages is shown in parentheses. In the example above, **Inbox (1)** contains one unread message. The **Inbox** is shown in "expanded" view (its list of emails is showing), with the first message in bold, indicating it is "unread". The Saved folder is shown collapsed. The **Sent** folder contents are collapsed, as are the **Drafts** folder contents (empty folders are always shown collapsed, of course). The **Trash** folder is shown in expanded view and contains two emails.

As shown in the illustration above, individual emails are grouped in collapsible folder lists. To open (expand) a folder's list of emails, scroll to highlight the folder name, then press the wheel. To collapse the list, press again. Press again to expand, etc.

Tip: To scroll quickly between folders, press the ALT key while using the D-pad up and down arrows. To scroll quickly between unread messages, hold the SHIFT key while using the D-pad up and down arrows.

To open an individual email, scroll to highlight the email, then press the wheel. To learn more about reading your email, read *View Your Email* on page 100. To learn about adding folders, read *Manage Email Folders* on page 107.

To the left of items in the Browse Email screen, there could be an icon that indicates the status of a message. To interpret these icons, as well as understand the folder icons, read *Status Indicators* on page 98.

Status Indicators

From the Browse Email screen, in the title bar, you'll always see how full your mailbox is, by percentage and megabyte (MB).

Icons shown the to left of each folder name or email message tell you their status. Plus, **all unread messages are shown in bold**. Here's what the icons mean:

	You have **replied** to this message.
	You **forwarded** this message.
	This email has an **attachment**.
	There was an **error** when sending this email. A few errors include: the message was not sent at all, the message was sent but could not be saved to the Sent folder because you reached your mailbox quota, the message was sent but without the forwarded attachment because the original message no longer exists, and so on. You will only see this status indicator next to messages in the Sent folder.
	This email is **waiting** to be sent. You will see this status indicator next to messages in the Sent and Drafts folders.
	This email is **being sent**. You will see this status indicator next to messages in the Sent and Drafts folders.
	Icons identifying the **Inbox folder**, with contents collapsed/expanded.
	Icons identifying the **Sent folder**, with contents collapsed/expanded.
	Icons identifying the **Saved folder**, with contents collapsed/expanded.
	Icons identifying the **Drafts folder**, with contents collapsed/expanded.
	Icons identifying a **user-defined folder**, with contents collapsed/expanded.
	Icons identifying the **Trash folder**, with contents collapsed/expanded.

Keyboard Shortcuts

While using the Email application, you can use keyboard shortcuts to open options from the following Email menus:

- *Browse Email Menu Shortcuts (with message highlighted)*
- *Browse Email Menu Shortcuts (with folder highlighted)*
- *Compose Menu Shortcuts*
- *Settings Shortcuts*
- *Settings> Accounts Menu Shortcuts*

Each menu's shortcuts are listed in the tables below.

Browse Email Menu Shortcuts (with message highlighted)

New Message...	+ N
Reply...	+ R
Reply All...	+ L
Forward...	+ J
Add Contact...	+ @
Move...	+ O
Discard	
Check for New Email	+ U
Mark Read/Unread	+ K
More options in Email Read view:	
Next	
Previous	

Browse Email Menu Shortcuts (with folder highlighted)

New Message	+ N
Rename... (folder)	+ E
Discard Message	
Mark all msgs (in folder) as read	+ K

Compose Menu Shortcuts

Send	+ M
Save as Draft	
Add CC	+ G
Add BCC	+ H
Attach Photo...	+ P
Cancel Message	+ .

Settings Shortcuts

Done	
Cancel	+ .

Settings> Accounts Menu Shortcuts

Done	
New Account	+ N
Discard	+
Cancel	+ .

View Your Email

To view a list of all your email messages, use the Browse Email screen. You can get to this screen via the Jump screen after selecting Email. If you are already in one of the Email screens, press **Back** until the Browse Email screen appears:

Read more in *Browse Email Screen* on page 97.

Read an Email

To open an individual email for reading, do the following while in the Email application:

1. From the Browse Email screen, make sure the folder in which you've stored the email is shown in expanded view. (Scroll to highlight the folder name, then press the wheel to expand/collapse the emails contained in the folder.)
2. Scroll to highlight the message you want to read, then press the wheel to open it. Your email contents display in the screen.
3. To dismiss the email and return to the Browse Email screen, press **Back**.

Open an Attachment

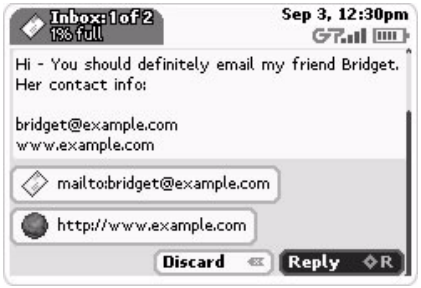
You know an email has an attachment if there is a paperclip icon (📎) just to the left of the message, as displayed in the Browse Email screen. Attachments that are supported include other emails and files of the following formats:

- .gif
- .jpg, .jpeg
- .png
- .bmp
- .doc (Word)
- .pdf (Adobe Acrobat)

To open a supported attachment, first open the email, then use the wheel to scroll to the bottom of the email message where the attachment will appear.

Open Hypertext Links in Messages

If a link to a Web address or email address is embedded in a message, these links will appear at the bottom of the email message as “selectable” buttons:



To to go the Web address via the device Web Browser, select the Web address link. To compose an email message to the email address, select the “mailto” link.

Playing Audio File Attachments

If you receive a message containing an audio file that is a **.midi**, **.wav**, **.aiff**, or **.rmf** format, you will be able to play the attachment:

1 Open a message that contains an audio attachment of one of the supported types.

2 Scroll down to the bottom of the message where the attachment is displayed:

3 Select **Play** to listen to the ringtone.

Change the Status of an Email to Unread

When you have an unread email message, it is listed on the Email splash screen, and it is shown in **bold** on the Browse Email screen. Once you’ve read the message, it disappears from the splash screen and appears in regular type on the Browse Email screen. There may be times when you want to mark a read message as unread, and vice versa. You can do this from either the Browse Email screen or the Email Read screen:

- From the Browse Email screen, scroll to highlight the message you want to mark as read/unread, then press [**+ K**]. The message changes status. (Unread messages appear in bold; read messages appear in regular font.)

- From the Browse Email screen, scroll to highlight the message you want to mark as read/unread, then press the wheel to open the message. Press **Menu** ◆ then select **Mark Unread/Mark Read** [◆ **+ K**]. The message changes status.

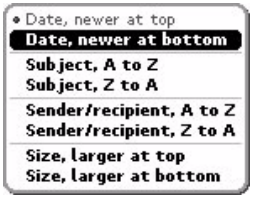
To mark **all messages in a folder** as read/unread, highlight the folder name in the Browse Email screen, then press ◆ **+ K**.

Tip: To scroll quickly between unread messages, hold the SHIFT key while using the D-pad up and down arrows.

Sort Email Messages

You can decide how you want messages to be sorted on the Browse Email screen. Note that the sort you select applies to all folders.

1 From the Browse Email screen, press **Menu** ◆ then select **Sort** to open the submenu:



By default, messages are sorted by **Date, newer at top**.

2 If you want to change this default sort behavior, scroll to highlight the sort you prefer, then press the wheel.

Move Messages to Folders

You can move messages to different folders by doing the following while in the Email application:

1 From the Browse Email screen, scroll to highlight the folder that holds the email you want to move, then press the wheel to expand its contents.

2 Scroll to highlight the message you want to move.

3 Press **Menu** ◆ then select **Move...** [◆ **+ O**] to open the submenu containing a list of the folders to which you can move the message.

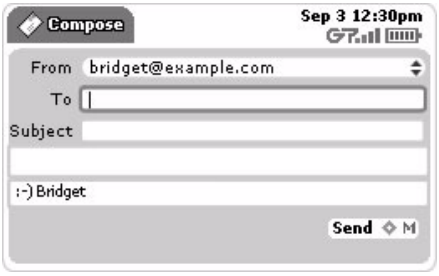
4 Scroll to highlight the folder into which you want to move the message, then press the wheel. The message moves.

Send Messages

Compose a New Message

To write a new email message, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** ◆ then select **New Message...** [◆ **+ N**]. The Compose screen opens:



2 Complete your message:

- **From** field - If you have set up external email accounts, then you can choose what address you want to use to send the message. To open the pop-up menu with your addresses, scroll to highlight the **From** field, then press the wheel.
- **To** field - Start typing the first or last name of a contact in the To field, and the Email application will communicate with the Address Book and offer you completion suggestions (based on your existing Address Book contacts). The suggestions appear in a pop-up menu. Use the wheel to highlight, then press to select one of the address suggestions, or you can type a new one directly in the To field.
  Hint: If you want to select one of the suggestions and add another To field in one step, press comma (,) to select the suggestion.

  To create a new line so you can add more recipients, do one of the following:
  - type a semicolon (;)
  - type a comma (,)
  - press ◆ **+ RETURN**
  - press **Menu** ◆ then select **Add To**
- **CC and BCC** fields - Optional fields you can display by opening the Compose menu and selecting **Add CC** or **Add BCC**. You cannot show both BCC and CC fields; only one or the other. To create a new line so you can add more recipients, press the comma (,) key or press ◆ **+ RETURN**. You can also add a new CC or BCC line by pressing **Menu** ◆ then selecting **Add CC** or **Add BCC**.
- **Subject** field - Type your subject line; a subject line can be up to 256 characters in length.
- **Message body** - Type your message body; the message body can be up to 256 K.
- **Signature** - Edit or use the default message you set up in **Settings > Accounts > Signature**; keep your signature to four lines.

3 To **send** your message, scroll to highlight the **Send** button, then press the wheel. Or you can open the Compose screen menu then select **Send** [◆ **+ M**].

4 To **discard** your message, open the Compose screen menu and press **Cancel** [◆ **+ .**].

Note about attachments: You cannot attach files to emails you compose on your device (except for photos), but you can forward emails with attachments. Read more in *Open an Attachment* on page 100 and *Email Photos* on page 158.

Save an Email Message as a Draft

If you are composing an email message and want to save it so you can resume composing or sending at a later time, save your message in the Drafts folder:

1. With the message you're composing on the screen, press **Menu** then select **Save as Draft** .
2. The message is saved to the Drafts folder.
3. To re-open a draft message, from the Browse Email screen scroll to highlight the draft message you want to open, then press the wheel. The message reopens in the Compose screen for editing.

Note: If, after editing, you still want to keep the message as a draft, be sure to **Save as Draft** again--don't discard the message or it will be **permanently** discarded, that is, **not** saved to your Trash folder from which you could retrieve it.

Reply to an Email Message

To reply to an email message, do the following while in the Email application:

1. From the Browse Email screen, scroll to highlight the message to which you want to reply. Open the message if you wish by pressing the wheel.
2. Press **Menu** then select one of:
   - **Reply...** [**+ R**] to address your reply only to the individual who sent you the message.
   - **Reply All** [**+ L**] to address your reply to the sender and all individuals copied on the message.
3. The Reply screen opens with the To: field filled in according to the menu option you selected. The original message is appended to the end of the message only if you have selected the Setting, "Include original message in reply." Read more in *Include Original Message in Your Replies* on page 114.
4. Finish composing your email and then select **Send** [**+ M**] when ready.

Forward an Email Message

To forward an email message to one or more addresses, do the following while in the Email application:

1. From the Browse Email screen, scroll to highlight the message you want to forward. Open the message if you wish by pressing the wheel.
2. Press **Menu** then select **Forward...** [**+ J**].
3. The Forward screen opens, with a new message ready for you to address. The forwarded message, including any attachments, is appended to the end of the new message.
4. Finish composing your message and then select **Send** [**+ M**] when ready.

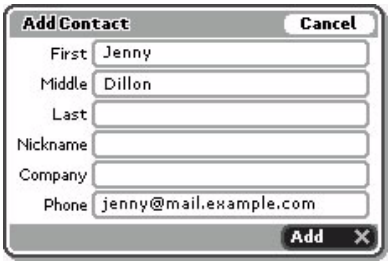
Add Email Senders to the Address Book

If you receive an email message from an individual you would like to include as a contact in the Address Book, do the following while in the Email application:

1 From the Browse Email screen, scroll to highlight the message whose sender you want to add as a contact. Open the message if you wish by pressing the wheel.

2 Press **Menu** ◆ then select **Add Contact** [◆ **+** @].

3 The Add Contact to Address Book dialog box opens with the new contact's name and email address added:



4 Complete the information, then select **Add** ✕.

Read more about editing contact information in the Address Book application in *10. Keeping Contacts in the Address Book* on page 127.

Note! If you add a sender that is **already** listed as a contact in your Address Book, you will create a duplicate entry for that contact.

Add Email Recipients to the Address Book

If you compose an email and want to add any of the recipients to your Address Book, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** ◆ then select **New Message** [◆ **+ N**].

2 Compose the new message at least to the point where you have listed the recipients.

3 With your text cursor in the To: field, press **Menu** ◆ then select **Add Contact** [◆ **+** @]. The Add Contact to Address Book dialog box opens.

4 **If you have only one email recipient**, the dialog box shown in *Add Email Senders to the Address Book* on page 105 appears. Complete the information you want to include in the contact information, then press **Add** ✕.

5 **If you have more than one email recipient**, this dialog box appears:

- If you want the first email recipient (jenny@mail.example.com in the illustration above) added to your Address Book, select the **Include this contact** check box (it is selected by default), complete the contact information you want to include, then select **Next**. The next recipient's blank contact information appears.
- Continue through recipients until you reach the final recipient. If there are any recipients you do not want to include, clear the **Include this contact** check box before selecting **Next**.
- When you've progressed through the screens for all recipients, select **Add All** to add all the selected recipients to your Address Book.

6 If you want to provide more complete information for the added recipient(s), go to the Address Book application to edit the contact information. Read more in *Edit a Contact* on page 132.

Note! If you add an entry that is **already** listed as a contact in your Address Book, you will create a duplicate entry for that contact.

Discard Email Messages

To discard an email message:

1 From the Browse Email screen, scroll to highlight the message you want to discard. Open the message if you wish by pressing the wheel.

2 Press **Menu** then select **Discard** [].

3 The message is moved to the Trash folder.

4 If you want to discard a message while you're composing it, press **Menu** then select **Cancel Message** [+ .]. Note that cancelled "draft" messages are not saved to the Trash.

To discard all messages in a folder:

1 From the Browse Email screen, scroll to highlight the folder that holds the messages you want to discard.

2 Press **Menu** then select **Discard Messages** [].

3 You will receive a confirmation message, asking if you want to move all the messages in the folder to the Trash. Select **Discard** [] to proceed; select **Cancel** if you want to keep the messages in the folder after all.

To restore a discarded message:

1 From the Browse Email screen, scroll to highlight the Trash folder, then press the wheel to expand its contents.

2 Scroll to highlight the message you want to restore.

3 Press **Menu** then select **Move** [**+ O**]. The Move Message to Folder dialog box appears.

4 Scroll to highlight the folder to which you want to restore the message, then press the wheel.

To empty all messages from the Trash:

1 From the Browse Email screen, press **Menu** then select **Empty Trash**.

2 A confirmation dialog box appears. Select **Empty Trash** to discard the messages in the Trash (permanently); select **Cancel** to keep your messages in the Trash.

Send a Photo

To send a photo you've taken with your device via an email message, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **New Message** [**+ N**]. The Compose screen appears.

2 Complete the To, Subject, and Message fields.

3 Press **Menu** then select **Attach Photo...** [**+ P**] to open your Photo Gallery. Scroll the wheel to highlight, then press the wheel to select a photo to send. You can select multiple photos. All selected photos have check marks.

4 When you've finished selecting photos, open the menu and select **Attach Checked...** .

5 Your message returns to the screen, including attached photos.

6 Select **Send** [**+ M**] when you're ready.

Manage Email Folders

You can create up to 50 folders in which to store and organize your email messages, in addition to the 5 system folders (Inbox, Saved, Draft, Sent, and Trash). For more information about the system folders, read the next topic, *The Email System Folders* on page 108.

You cannot discard or edit the names of the system folders (Inbox, Saved, Sent, Drafts, Trash), but you can name the folders you create. To add new, edit, or discard existing user-defined email folders, read the following topics:

- *Create an Email Folder* on page 109
- *Edit an Existing Email Folder Name* on page 109
- *Discard an Existing Email Folder and Message Contents* on page 109

The Email System Folders

The Email application uses five “system” folders--Inbox, Saved, Drafts, Sent, and Trash--shown in the illustration below:

Here’s a little more information about each system folder:

- **Inbox** - The Inbox folder is the default drop point for any new messages you receive. Note that you can specify that messages from external accounts be dropped into folders you create. (Read more in *Manage Email Folders* on page 107.)
- **Sent** - As you send an email message, the message is displayed in the Sent folder (expanded view), with its status just to the left. In the illustration above you’ll see the status indicators showing the top message is being sent ( ), the second is waiting to be sent ( ), and the third was not sent due to a delivery problem ( ).

  After a message has been sent, it disappears from the Sent folder, unless you specify in the Email Settings screen that you want to **Save outgoing messages in Sent folder**. If you’ve set this preference, a copy of every message you compose and send will be saved in the Sent folder.
- **Saved** - If you have specified (in Email Settings) to have the system automatically discard messages when your mailbox is full (oldest first), you can “save” messages from this auto-deletion process by moving them to this Saved folder. (Read more in *Auto-discard email when mailbox is full.* on page 116)
- **Drafts** - If you start composing a message but want to pause in writing it or wait to send it, then you can save the message in the Drafts folder and later open it and continue. (Read more in *Save an Email Message as a Draft* on page 104.)

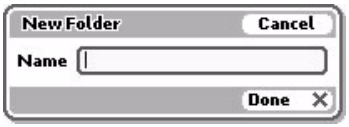
  Note that messages in the Drafts folder are protected from the auto-deletion process. (Read more in *Auto-discard email when mailbox is full.* on page 116)
- **Trash** - Every message you discard from other folders is moved to the Trash folder. Discarded messages accumulate in the Trash until you explicitly use the menu option to **Empty Trash**. As long as a message stays in the Trash, however, you can restore it to another folder. (Read more in *Discard Email Messages* on page 106.)

Create an Email Folder

To create a new folder, do the following while in the Email application:

1 On the Browse Email screen, scroll to highlight any folder.

2 Press **Menu** then select **New Folder**. The New Folder dialog box appears:



3 Type the name of your new folder, then press **Done**.
Note: You cannot use special characters in folder names, except for the underscore (_) and dash (-).

Your new folder will now appear on the Browse Email screen and is ready to hold messages.

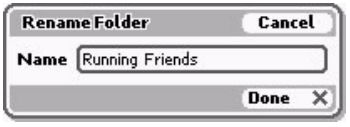
Edit an Existing Email Folder Name

Note: You cannot edit the Inbox, Saved, Sent, Drafts, or Trash folders' names as they are system folders.

To edit any other folder name, do the following while in the Email application:

1 On the Browse Email screen, scroll to highlight the folder whose name you want to edit.

2 Press **Menu** then select **Rename...** [**+ E**]. The Edit Folder dialog box appears with the text cursor in the Name field, ready for editing:



Note: If you rename a folder that is used to save mail from an external account, the **Email Folder** field on that Accounts screen will update automatically to the new folder name.

3 Make your edit to the name, then press **Done**. Remember, you cannot use special characters in folder names, except for the underscore (_) and dash (-).

Discard an Existing Email Folder and Message Contents

You cannot discard the Inbox, Sent, Drafts, or Trash folders as they are "system" folders. To discard any other folder (and its contents), do the following while in the Email application:

1 On the Browse Email screen, scroll to highlight the folder you want to discard.

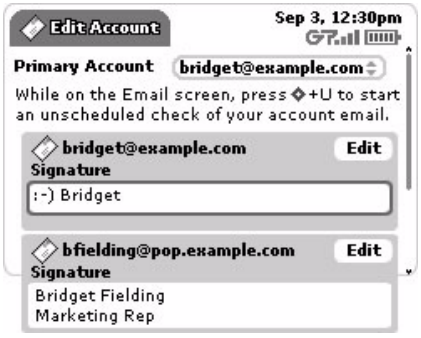
2 Press **Menu** then select **Discard Folder** [ALT ⌫].

3 A confirmation dialog box appears, asking if you want to discard the folder. Select **Discard Folder and Messages** to confirm the deletion, or press **Cancel** to cancel the deletion.

Manage Your Email Accounts

In addition to the email account that came with your device, you can receive email from (up to) three accounts you might have with external email providers. You set this up on the Email Accounts screen while in the Email application:

From the Browse Email screen, press **Menu** then select **Settings > Accounts**. The Accounts Setting screen appears:



Select the account from which you want to send email messages by default in the Primary Account pop-up menu. Note that if you discard the account you've specified as "primary", then your device email account will automatically become your primary account.

The account listed at the top of the page is your device account and cannot be removed. Listed below your primary account are any other accounts you may have added.

You can do the following from this screen:

- *Add an External Account*
- *Edit an Email Account*
- *Discard an Email Account*

Add an External Account

To add an account, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Settings > Accounts**. The Email Accounts screen opens.

2 From the Accounts screen, press **Menu** then select **New Accounts** [**+ N**]. The New Accounts screen opens:

3 Complete the **Mail Server** field.

This is the name of your mail server. If you don't know the name of your email server, your email provider will be able to tell you, or you can reference the table below for samples. If you have an email account through your ISP, contact them for more assistance.

Web Email Provider	Email Server
Yahoo®Mail	pop.mail.yahoo.com
Mail.com	pop1.mail.com
Softhome.net	mail.SoftHome.net

4 Select the **Protocol** from the pop-up menu. If you aren't sure what protocol your email server uses, select **Auto-detect** (the default selection).

5 Complete the **Port** field. Unless your email provider has specified otherwise, leave the port at 110.

6 Complete the **Username** field. This is the name you use to log in to your account.

7 Complete the **Password** field. This is the password you use for your external email account.

8 Select an **Email Folder**. Open the pop-up menu by pressing the wheel, then scroll to highlight the folder in which you would like all retrieved mail to be placed. Press the wheel to select it.

Tip: You can create a folder specifically for this purpose; read *Manage Email Folders* on page 107 for instructions on creating email folders. If you **do** create a new folder for this account later, you can edit this account and change the **Email Folder**. Read more in *Edit an Email Account* on page 112.

9 Select **Create** to have the system set up the email account so you can view it on your device and the Email Desktop Interface.

Select the **More Options** button to open the Edit Account screen to set options such as:

- Collect/not collect email from the account.
- Remove retrieved email from mail server as it's fetched to the device or the Email Desktop Interface.
- From Name/Address - All messages sent from this account will use this Name/Address.

- Reply-To Name/Address - All messages sent from this account will specify this Reply-To Name/Address.
- Copy Outgoing Messages (CC or BCC) - All messages sent from this account will be CC'd or BCC'd to the email address you specify.

Read about setting these options in *Edit an Email Account* on page 112.

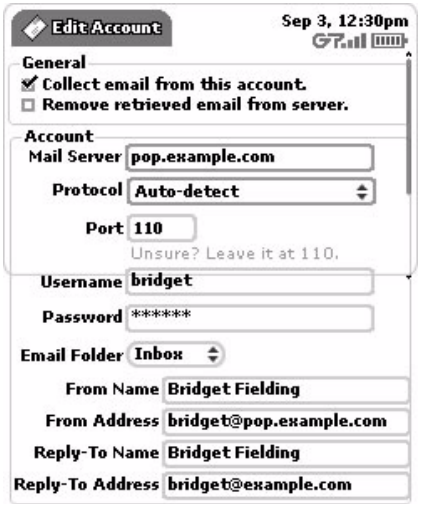
Edit an Email Account

To edit an existing account, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Accounts**. The Email Accounts screen opens.

2 From this screen you can change how the messages from each of your accounts are signed. Limit your signature to four lines:

3 Scroll to highlight the Edit button opposite the name of the account you want to edit, then press the wheel to open that account's Edit Account screen. The account name is displayed in the title bar



Note! For your primary account, you'll only be able to edit the fields shown below:

4 In the **General** group box, you can turn certain functionality on or off:
   - The **Collect email from this account** check box is checked by default. If, at some point in the future, you want the Email application to stop collecting email messages from the external account, select the check box to clear the check mark in the box. The account information is saved in case you want the application to start collecting email messages from that account later.
   - The **Remove retrieved email from server** is **not** checked by default. This means that as your messages are fetched to your device and Email Desktop Interface, those messages are also kept on the email server. If you want the messages on the server to be removed as they're downloaded to your device, then check this box.

5 The **Account** group box on the Edit Account screen contains the basic external email account information you entered when you first set up the account. You can edit any of the fields if you need to.

   You can decide the folder in which you want messages from this account delivered. Select from all existing folders (including those you've created) from the **Email Folder** pop-up menu. Note that if you later rename the folder you selected, this setting will update automatically.

   Also, this group box contains fields where you can specify display names and to/from email addresses.
   - **From Name** - Your name as you'd like it to appear on message sent through this account.
   - **From Address** - The email address you'd like to appear in the From field on outgoing messages from this account.
   - **Reply-To Name** - The email name that will appear in the To field when people reply to a message you send from this account.
   - **Reply-To Address** - The email address that you want used when people reply to messages sent from this account.

6 When you are finished making your edits, select **Done** . To cancel any changes you've made, press **Menu** then select **Cancel** [**+ .**].

Discard an Email Account

Note: You cannot discard your device email account (the account listed first in the Accounts screen).

To discard any other email account, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Accounts**. The Email Accounts screen opens.

2 Scroll to highlight the Edit button opposite the account name you want to discard.

3 Open the menu and select **Discard** [**+**].

4 A confirmation dialog box appears. Select **OK** to discard the account; select **Cancel** to cancel the deletion.

Email Settings

You can decide how Email behaves on your own device by specifying your preferences on the Email Settings screens: General, Attachments, Message Management. Each screen is described in the sections below.

Show Message Size/Count

By default, for each message, the Browse Email screen displays message sender, title, and date. If you want to see more information (how many messages you have in each folder, and how large each message is) then do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Settings > General**. The General Settings screen appears.

2 Look for the **General** group box:

Check the **Show message count/size in folder view** box to turn on the feature. Clear the check box to turn off the feature.

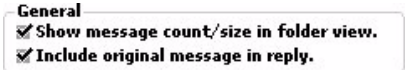
3 Press **Back** to save your setting and return to the Browse Email screen. With this feature turned on, notice the additional information that displays in the far right columns on the Browse Email screen:

When this check box is not checked, the view will look similar to the illustration in *Browse Email Screen* on page 97.

Include Original Message in Your Replies

If you want to include the sender's original message text in your reply to that message, then do the following:

1 From the Browse Email screen, press **Menu** then select **Settings > General**. The General Settings screen appears.



2 In the **General** group box, select the **Include original message in reply** check box. Clear the check box to turn off the feature.

3 **Press Back** to save your setting and return to the Browse Email screen.

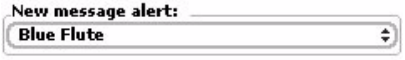
Set Email Ringtones

You can select if and how your device lets you know (or “notifies” you) when a new email message has arrived. If you turn on notifications (explained below), you will receive a balloon notification in the title bar (shown below) and a ringtone will play when you receive a new message.

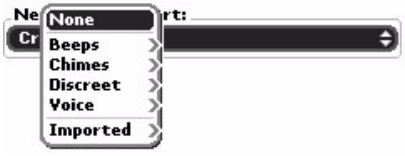
To turn on new message notification and to select a ringtone, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Settings > General**. The General Settings screen appears**.**

2 Look for the group box that reads **New message alert.**



As long as you have a ringtone selected, you’ll hear this ringtone when you receive a new email message. You’ll receive this and the balloon notification no matter what screen you’re viewing or application you’re in (except no balloon notifications will appear while you’re playing games). If you do not want a ringtone to play or a balloon notification to appear, select **None** from the pop-up menu:



3 If you want to change the default ringtone, select a notification “category” from the pop-up menu, then press the wheel to open the submenu of “songs”:

You will hear a preview of the song as you highlight it. Press the wheel to select the song.

4 Press **Back** when you’re finished with your settings. If you don’t want to save the changes, press [**+ .**].

Automatic Message Management

To help you manage your mailbox size, the Message Management Settings screen offers you some ways to keep the total size down automatically. Remember, your mailbox cannot store more than 6 MB of messages, including attachments. Once you’ve reached this limit (if you don’t have any of the automatic message management options checked), new email will “bounce” (be returned to sender).

To set automatic message management, do the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Settings > Message Management**. The Message Management Settings screen appears.

2 Notice the following options:

- **Save outgoing messages in Sent folder.**

  If you want a copy of each email you send to be saved to your Sent folder, check this check box. If you change your mind at some point, select the check box to clear the check.

- **Empty Trash every night.**

  If you want your Trash to be emptied automatically each night, then check this check box.

- **Auto-discard email when mailbox is full.**

  With this option selected, once your mailbox is full, the system will automatically make room for new messages by permanently discarding old messages, starting with the oldest message. The system looks for old messages to discard in all your Email folders, **except** for the **Saved** and **Drafts** folders. (Read more in *The Email System Folders* on page 108.)

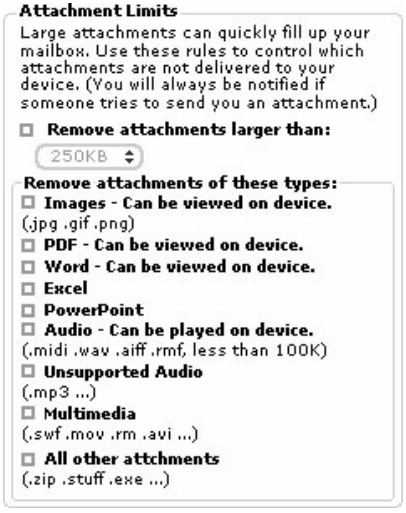
  You can further specify that the system not delete messages less than 7 days old by checking the **Only discard messages 7 days or older** check box.

3 Press **Back** when you’re finished with your settings. If you don’t want to save the changes, press [**+ .**].

Attachment Limits

Another way you can manage the size of your mailbox is to limit the size and types of attachments that the Email application will deliver to you. Make these settings by doing the following while in the Email application:

1 From the Browse Email screen, press **Menu** then select **Settings > Attachments**. The Attachments Settings screen appears**.**



2 If you want to set a size limit for attachments, check the box that reads **Remove attachments larger than**, then open the pop-up menu and select the maximum size of attachments you want delivered. Select from 100 KB, 250 KB, 500 KB, or 1 MB.

3 If you want attachments removed from your incoming email messages, you must check the boxes for the attachment types you want removed. Note that the attachments that are viewable on the device are grouped at the top of the list.

4 Press **Back** when you're finished with your settings. If you don't want to save the changes, press **+ .**.

Space Limitations

You can store up to **6 MB** of email messages (including attachments) using the Email application. Once you near your storage space limit, you will receive a warning and recommendation that you discard some messages and empty your Trash. If your mailbox is over 75% full, you'll be alerted to this fact on the Email splash screen.

A more efficient way to handle your space limitation is to have the system automatically remove messages from your mailbox by setting preferences. This is all described in *Automatic Message Management* on page 116.

If your mailbox is full, new incoming messages will "bounce", which means they will be returned to the sender. Note that you will **not** be notified when a message bounces.

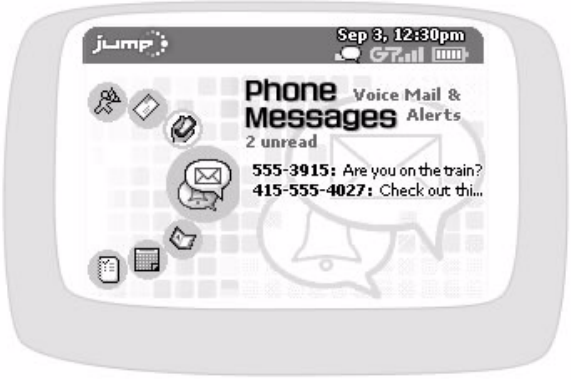
9. Phone Messaging

Phone Messages is a two-way text messaging application that lets you send, receive, and reply to short text messages directly from your phone. It's fun! Learn all about Phone Messages by reading the topics in this chapter:

- **Phone Messages Splash Screen** on page 118
- **Browse Messages Screen** on page 119
- **Status Indicators** on page 120
- **Keyboard Shortcuts** on page 120
- **View Text Messages** on page 121
- **Sort Text Messages** on page 122
- **Send Text Messages** on page 122
- **Add Text Message Senders to the Address Book** on page 124
- **Call Back Sender of a Message** on page 124
- **Discard Messages** on page 125
- **Retrieve Messages from the Trash** on page 125
- **Phone Messages Settings** on page 125

Phone Messages Splash Screen

To open the Phone Messages application, first press **Jump**, then scroll to highlight the Phone Messages icon in the left-hand "ring" of applications. You will see the Phone Messages "splash" screen on the right side of the screen when you've highlighted the Phone Messages application icon:

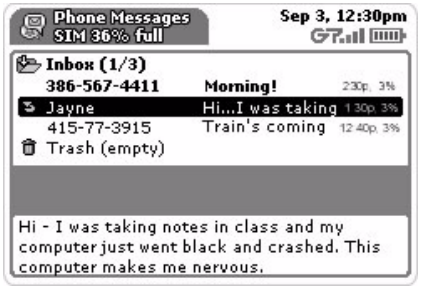


The splash screen shows all your **unread** text messages in the order received, with the **message received most recently on top**. If you press the wheel to open the Phone Messages application, open any of the unread messages, then return to the splash screen, you'll see that the message you've opened has disappeared from the splash screen list.

Note: Phone Messages messages are text messages that are delivered via the "Short Message Service", also referred to simply as "SMS".

Browse Messages Screen

The Browse Messages screen is your main view into the Phone Messages application. The Browse Messages screen lists all your text messages, grouped into folders, ordered by date. (Read more about ordering your lists in *Sort Text Messages* on page 122.)



Title Bar - The title bar of the Phone Messages screen shows you how full your SIM card is (text messages are stored on your SIM card):

Folders - In the illustration of the Browse Messages screen above you'll see the two "system" folders--**Inbox**, and **Trash**, identified by a folder-type icon:

To the right of the folder name, if you have enabled *Show Message Count/Size* on page 126, the number of **unread** versus **total** number of messages is shown in parentheses.

- In the example above, **Inbox (1/3)** contains three messages, of which one is unread. The **Inbox** is shown in "expanded" view (its list of messages is showing), with the first message in bold, indicating it is "unread".
- The **Trash** folder is empty and shown collapsed.

Individual messages are grouped in collapsible folder lists. To open (expand) a folder's list of messages, use the wheel to highlight the folder name, then press. To collapse the list, press again. Press again to expand, etc.

Message Sender - If the sender of the text message is in your Address Book, then the phone number will resolve to a contact name, which displays in the left column. If the sender is not in your Address Book, then the sender's phone number will display.

Message Lead-In and Preview - The first few words of the text message will display to the left of the sender's name/phone number. The first few lines of the message highlighted will display in the "preview pane", which appears just below the list of messages.

Open a Message - To open an individual message, highlight the message and press the wheel. To learn more about reading your message, read *View Text Messages* on page 121.

Status Indicators - To the left of each item in the Browse Messages screen is an icon that indicates the status of the folder or message. To interpret these icons, read *Status Indicators* on page 120.

About Text Message Folders

Phone Messages uses two “system” folders--Inbox and Trash. Note that you may also see a folder named “Sent” if you put a different SIM in your device.

Here’s a little more information about each system folder:

- **Inbox** - The Inbox folder is the default drop point for any new messages you receive.
- **Trash** - Every message you discard from other folders is moved to the Trash folder. Discarded messages accumulate in the Trash until you explicitly use the menu option to **Empty Trash**. As long as a message stays in the Trash, however, you can retrieve it. (Read more in *Retrieve Messages from the Trash* on page 125.)

Status Indicators

Icons shown the to left of each folder name or text message tell you their status. Plus, **all unread messages are shown in bold**. Here’s what the icons mean:

You have **replied** to this message.

You **forwarded** this message.

Icons identifying the **Inbox folder**, with contents collapsed/expanded.

Icons identifying the **Trash folder**, with contents collapsed/expanded.

Keyboard Shortcuts

While in the Phone Messages application, you can use keyboard shortcuts to open options from the menus.

Browse Messages Menu Shortcuts

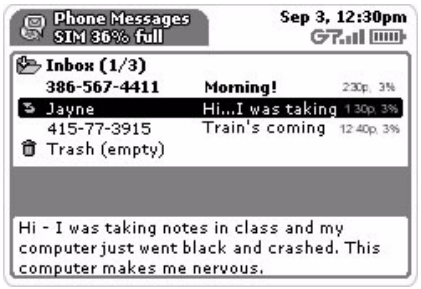
New Message...	+ N
Reply...	+ R
Forward	+ J
Call Back...	+ P
Add Contact...	+ @
Discard	

Compose Message Menu Shortcuts

Send	+ M
Add Contact...	+ @
Cancel Message	+ .

View Text Messages

To view a list of all your text messages, open the Phone Messages application from the Jump screen. The Browse Messages screen appears, listing all your messages:



Read a Text Message

To open an individual text message for reading, do the following:

1. Make sure the folder in which you've stored the message is shown in expanded view. (Press the folder name to expand/collapse the messages contained in the folder.)
2. Use the wheel to highlight the message; a message preview shows in the lower half of the screen. To have the message display in full-screen view, then press the wheel. Your message contents display on the screen.
3. To dismiss the message and return to the Browse Messages screen, press **Back** .

Embedded Text Message Links

If a text message contains a phone number of Web address, you will be able to call that number or go to that Web page easily by using the screen shortcuts:

1. From the Browse Messages screen, highlight then select the message to open it for reading.
2. Let's assume the message you received contains both a phone number and Web address:

You see that there are two buttons **below** the message: one for calling the number in the message, and one for going to the Web address in the message.

Note: The Web address must be prefixed with either the "http://" or "https://" protocol indicator to be recognized and displayed as a URL link in the message.

3 To launch the Phone application and have the number automatically placed, select the button containing the Phone icon.

4 To launch the Web Browser and go to the URL automatically, select the button containing the Browser icon.

Sort Text Messages

By default, the messages listed in the Browse Messages screen are organized with the newer messages at the top (ascending order). To change the order in which your messages are displayed in the Browse Messages screen, do the following:

1 From the Browse Messages screen, press **Menu** and select **Sort** to open the Sort submenu.

2 Use the wheel to select the sort option you prefer. You can only sort text messages by date:
- newer messages at the top of the list, or
- newer messages at the bottom of the list

3 Press **Done** [ ] to dismiss the menu and save your setting.

Send Text Messages

You can send text messages by doing any of the following:

- *Compose a New Text Message* on page 122
- *Reply to a Text Message* on page 123
- *Forward a Text Message* on page 123

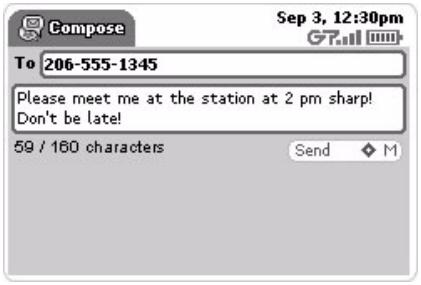
Compose a New Text Message

To write a new text message you must first open the Compose screen:

1 From the Browse Messages screen, press **Menu** then select **New Message...** [**+ N**]. The Compose screen opens:

2 Complete your message:
- **To** field - Start typing the first or last name of a contact in the To field, and the Phone Messages application will communicate with the Address Book and offer you completion suggestions (based on your existing Address Book contacts). The suggestions appear in a pop-up menu. Use the wheel to highlight one of the address suggestions, then press the wheel to select it, or you can type a new one directly in the To field.

3 **Message body** - Type your message body; you can only type 160 characters. At the bottom of the screen you'll see a counter that keeps track of how many characters you've typed. Some special characters on the keyboard cannot be used in a text message; these include brackets ([]), braces ({}), tildes (~), and carets (^). If you happen to type one of the "illegal" characters, no entry will be made in the message body. A sample message is shown below:To **send** your message, do one of the following:



- From the Compose screen, press **Menu** then select **Send** [**+ M**].
- Press **Back**; a dialog box appears asking you to select **Discard** or **Send**. Select **Send**.

4 To **discard** your message, either:

- From the Compose screen, press **Menu** then select **Cancel Message** [**+ .**].
- Press **Back**; a dialog box appears asking you to select **Discard** or **Send**. Select **Discard**.

Reply to a Text Message

To reply to a text message, do the following:

1 From the Browse Messages screen, scroll to highlight the message to which you want to reply. Open the message if you wish by pressing the wheel.

2 From either the Read or Browse Messages screen, press **Menu** then select **Reply...** [**+ R**].

3 The Reply screen opens with the **To** field filled in.

4 Complete and send your message, as described in *Compose a New Text Message* on page 122.

Forward a Text Message

To forward a text message to another individual, do the following:

1 From the Browse Messages screen, scroll to highlight the message you want to forward. Open the message if you wish by pressing the wheel.

2 From either the Read or Browse Messages screen, press **Menu** then select **Forward...** [**+ J**].

3 The Forward screen opens ready for you to address. The message is appended to the end of the new message.

4 Complete and send your message, as described in *Compose a New Text Message* on page 122.

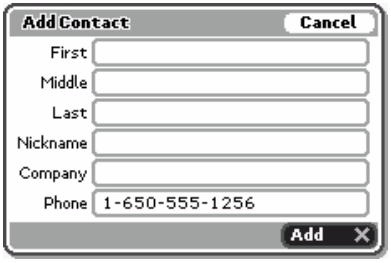
Add Text Message Senders to the Address Book

If you receive a message from an individual you would like to include as a contact in your Address Book, do the following:

1 From the Browse Messages screen, scroll to highlight the message whose sender you want to add as a contact. Open the message if you wish by pressing the wheel.

2 From either the Read or Browse Messages screen, press **Menu** ◆ then select **Add Contact...** **[◆ + @]**.

3 The Add Contact to Address Book dialog box opens with the new contact's phone number added:



4 At this point you can:

- **Add** the new contact without any other information by pressing **Back** ✕.
- Provide more contact information by filling in the fields in the dialog box.
- Simply select **Cancel** to return to the Phone Messages application without saving any of the new contact's information.

Read more about editing contact information in the Address Book application in *10. Keeping Contacts in the Address Book* on page 127.

Call Back Sender of a Message

To use the Phone application to call the sender of a text message, do the following:

1 From the Browse Messages screen, scroll to highlight the message from the person you wish to call back. Open the message if you wish by pressing the wheel.

2 You can call the sender back in either of two ways:

- Select Call Back ◆ P in the message.
- Press **Menu** ◆ then select **Call Back** [◆ **+ P**].

Either method takes you to the Phone application; verify the number and press **Send Call**.

Discard Messages

To discard a message:

1. From the Browse Messages screen, scroll to highlight the message you want to discard. Open the message if you wish by pressing the wheel.
2. From either the Read or Browse Messages screen, press **Menu** then select **Discard** [].
3. The message is moved to the Trash folder.

To empty all messages from the Trash, from the Browse Messages screen, press **Menu** then select **Empty Trash**. The contents of your Trash folder are emptied after you confirm that you want to permanently discard them.

Retrieve Messages from the Trash

As long as a message is in the Trash, you can retrieve it to another folder:

1. From the Browse Messages screen, scroll to highlight the Trash folder.
2. Press the wheel to expand the contents of the folder (if they are not already expanded).
3. Scroll to highlight the message you want to retrieve.
4. Press **Menu** then select **Retrieve Message**. The message now is restored to the folder from which you discarded it.

Phone Messages Settings

You can decide how Phone Messages behaves on your own device by specifying your preferences on the Phone Messages Settings screen:

Each option is described in the sections that follow.

Show Message Count/Size

By default, for each message, the Browse Messages screen displays the sender's phone number, first few words of the message, and the date sent. If you also want to see how many unread/total messages you have, and how much space (by %) each message takes up on your SIM card, then do the following while in the Phone Messages application:

1 From the Browse Messages screen, press **Menu** then select **Settings**. The Settings screen appears.
2 In the **General** group box, select the **Show message count/size in folder view** check box to show the extra information on the Browse Messages screen. Clear the check box to hide the extra information from view.
3 Press **Back** to save your setting and return to the Browse Messages screen.

Set Phone Messages Ringtones

You can select the way your device lets you know (or "notifies" you) when a new text message has arrived. If you have a ringtone selected, you will also receive a balloon notification in the title bar when a new message arrives. To select a notification method, do the following:

1 From the Browse Messages screen, press **Menu** then select **Settings**. The Settings screen appears:
2 In the second group box, you can set your **New message alert**. Select the pop-up menu to open it and see all the possible ringtone categories from which you can select.

3 If you do **not** want to be notified of a new incoming message, select **None**.
4 If you **do** want to be notified of a new message, then select from one of the possible ringtone categories. To view the songs for a particular category, press the wheel with the category highlighted and the submenu will open. To dismiss any of the submenus, press **Back**. To preview a song, keep the song highlighted for a few moments (make sure you haven't muted your device).

   Note that the category and song currently in effect are highlighted.
5 To select one of the songs for your ringtone, press the wheel when the song is highlighted.
6 Press **Back** to save your settings.

Advanced Phone Messages Settings

Two settings are available in the **Advanced** group box:

- **Use Custom Service Center number** - Enter a number in the Phone Number box only if your wireless carrier advises you to do so.
- **Message validity period** - This number refers to how long your outgoing messages will attempt to be delivered. Leaving the setting at the default number of days should be fine.

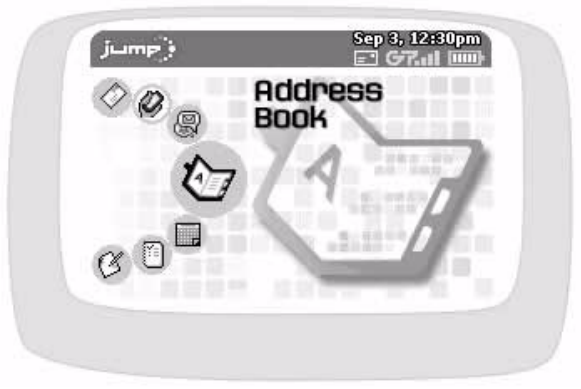
10. Keeping Contacts in the Address Book

Organize all the information that helps you keep track contacts in the Address Book. Read all about the Address Book features in this chapter:

- **Address Book Splash Screen** on page 127
- **How Much Information Can I Store?** on page 128
- **The Browse Contacts Screen** on page 128
- **T-Mobile Contact Information** on page 128
- **Keyboard Shortcuts** on page 129
- **View Contacts by Category** on page 130
- **Sort Contacts** on page 130
- **Create a Contact** on page 131
- **Edit a Contact** on page 132
- **Discard/Retrieve a Contact** on page 133
- **Contact a Contact** on page 133
- **Find a Contact** on page 134
- **How Much Information Can I Store?** on page 128
- **Empty the Address Book Trash** on page 134
- **Address Book Settings** on page 134

Address Book Splash Screen

To open the Address Book application, first press **Jump** O, then scroll to highlight the Address Book icon in the left-hand “ring” of applications. You will see the Address Book “splash” screen on the right side of the screen when you’ve highlighted the Address Book application icon:



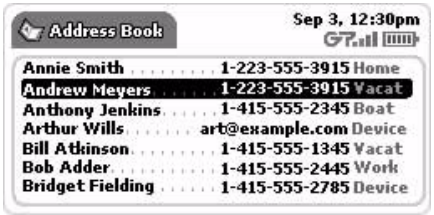
How Much Information Can I Store?

You can store **2000 contacts (on color devices) or 1000 contacts (on grayscale devices)** in your Address Book. For each contact you can keep these categories of information:

- Ten **Phone** numbers
- Five **Email** addresses
- Three **Web** addresses (URLs)
- Three **Street** addresses
- One **Note**

The Browse Contacts Screen

The Browse Contacts screen is the main view into your Address Book. On this screen, individual contacts are listed, along with the first phone number that appears in the Phone section of their contact information:



You can specify to show “All” your contacts on this screen or just one category of contacts. Read more in *View Contacts by Category* on page 130 and *Sort Contacts* on page 130.

T-Mobile Contact Information

Your device comes with T-Mobile Customer Care contact information already entered for you. To find this information, do the following while you are in the Address Book:

1 On the Browse Contacts screen, scroll to the **Customer Care** entry; press the wheel to open the contact details screen.

Tip: If you don’t see the Customer Care entry, open the menu and make sure either the **All** or **Work** category is selected.

2 To phone T-Mobile Customer Care:

- From the contact details screen, scroll to highlight the phone number.
- Press **Menu** ◆ then select **Call**.

Keyboard Shortcuts

While in the Address Book application, you can use the keyboard shortcuts shown in the tables below to open options from the following menus:

- *Browse Contacts Menu Shortcuts*
- *Contact Details Menu Shortcuts*
- *Trash Menu Shortcuts*
- *Settings - Categories and Labels Menu Shortcuts*

Browse Contacts Menu Shortcuts

New Contact...	+ N
Discard	
View All	+ 0
View Trash	+ T

Contact Details Menu Shortcuts

Done	
Discard Contact	+
Cancel Edits	+ .

Trash Menu Shortcuts

View All	+ 0

Settings - Categories and Labels Menu Shortcuts

Done	
New Category/ Label...	+ N
Discard	

View Contacts by Category

To view only one category of contacts on the Browse Contacts screen, do the following:

1 From the Browse Contacts screen, press **Menu** then select **View** to open the View submenu. All the categories you have defined are listed.

2 The category of contacts currently displaying on the Browse Contacts screen is indicated by a bullet:

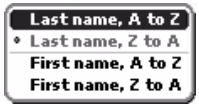
3 Rotate the wheel to highlight the category you want to view, then press.

4 The menu dismisses and the Browse Contacts screen refreshes to show only the contacts in the category you selected.

Sort Contacts

On the Browse Contacts screen, individual contacts can be sorted by first or last name. To specify your sort preference, do this:

1 From the Browse Contacts screen, press **Menu** then select **Sort** to open the Sort submenu:



Note that the sort option currently selected is marked by a bullet.

2 Rotate the wheel to highlight the sort option you prefer, then press.

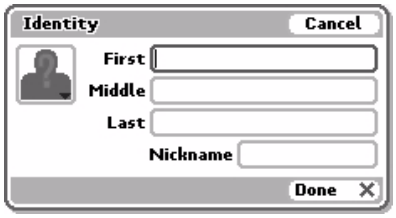
3 The menu dismisses and the Browse Contacts screen refreshes to reflect your new sort preference.

Create a Contact

You can add a contact to your Address Book by starting from scratch; or by duplicating an existing contact's information, then editing it. Both methods are described below.

Add a New Contact from Scratch

1 From the Browse Contacts screen, press **Menu** then select **New Contact...** [**+ N**]. The New Contact Identity screen opens:



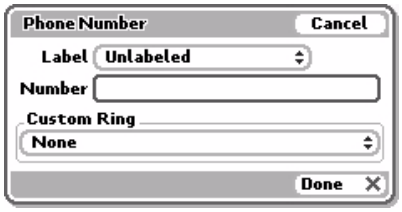
The Identity screen holds basic contact information, including a pop-up menu of icons you can assign to the contact. Complete at least one of the fields, then select **Done**.

2 The full contact screen appears:

From this screen you can:

- select the contact category ("Adventurers" in the example above)
- add phone numbers (up to ten)
- add email addresses (up to five)
- add Web addresses, or URLs (up to three)
- add a note

To add information, scroll the wheel to highlight the appropriate **Add** button, and press. A screen opens in which you can add the information. For example, the following illustration is of the Phone Number screen:



3 Add contact information to each screen, then select **Done** ✕. Continue through the Contacts screen until you have added all the information you wish.

Note! Before you can save the contact information, you must have provided one of the following pieces of information:

- First or Last name
- Phone Number
- Email address
- Company name

4 To save all the pieces of information you've added to the contact screen, press **Menu** ◇ then select **Done** [✕].

Tip: If you cannot select **Done** from the menu because it is dimmed, then you must return to the contact screen and add one of the required pieces of information listed above.

To cancel adding the new contact, press **Menu** ◇ then select **Cancel Contact** [◇ **+ .**].

Create a New Contact by Duplicating an Existing Contact

1 From the Browse Contacts screen, highlight the contact whose information you want to copy, then press the wheel to open the contact's information screen.

2 Press **Menu** ◇ then select **Duplicate Contact**. A contact information screen opens with an exact copy of the highlighted contact's information.

Note! If you save this contact information without changing any of the information, you will have two duplicate entries for this contact.

3 Edit the information for the new contact, then press **Menu** ◇ and select **Done** [✕].

Edit a Contact

To edit an existing contact:

1 From the Browse Contacts screen, highlight the contact's name then press the wheel. The contact's information appears for editing.

2 Edit information as you wish, then press **Menu** ◇ and select **Done** [✕]. To "throw out"your edits, press **Menu** ◇ then select **Cancel Edits** [◇ **+ .**].

Discard/Retrieve a Contact

To remove an existing contact from your Address Book:

1 From the Browse Contacts screen, highlight the contact's name.

2 Press **Menu** then select **Discard Contact** [].

3 The contact is moved to the Trash without a confirmation prompt.

To retrieve a discarded contact:

1 From the Browse Contacts screen, press **Menu** then select **View > Trash** [**+ T**]. The contacts in the Trash appear.

2 Highlight the contact you wish to retrieve from the Trash.

3 Press **Menu** then select **Retrieve Contact** [**+ R**]. The contact information is moved back to your Address Book in the category to which it was previously assigned.

Contact a Contact

Using stored contact information, you can quickly communicate with a contact by phone, text message, or email:

1 From the Browse Contacts screen, highlight the name of the contact with whom you wish to communicate.

2 Press and hold the wheel to open the context menu. Scroll to highlight one of the following, then press to initiate the highlighted action:

- **<Label><phone number>** - to switch to the Phone application and place a call to your contact
- **Email <address>** - to switch to Email and compose an email to that contact
- **Send Text Message <phone number>** - to switch to the Phone Messages application and compose a text message to send to that contact
- **Go to <URL>**- to switch to the Web Browser application and open the contact's Web page
- **Look up <address>** - to switch to the Web Browser application and open a map to the address

3 You can also bring up the context menu while in the contact's information screen. Highlight a number or address then press and hold the wheel. If you open this context menu from a specific entry, you'll also have the option to discard the information.

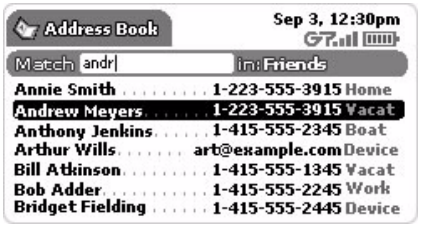
You can always use menu items to perform these actions from the contact information screen, assuming you have the relevant contact information highlighted when opening the menu.

Find a Contact

If you have a large number of contacts in your Address Book, you can easily search and find a specific contact by using the **Match** dialog box. The Match search is limited to the category of contacts you are currently viewing in the Browse Contacts screen. So, if you want to search your entire Address Book, make sure you have selected the **All** category from the menu. In the example below, the category being searched is **Friends**.

1 From the Browse Contacts screen (in any filtered view), press **Menu** then select **Match...** The Match dialog box opens.

2 Start typing the first letter(s) of the contact you wish to find. The nearest match is highlighted:



3 Either continue typing the name to narrow the search, or scroll to find your contact.

4 Press the wheel to open the contact details.

Empty the Address Book Trash

All discarded contacts are moved to the Trash category. Since this information takes up storage space on your device, you should periodically remove items from Trash by doing the following:

1 From the Browse Contacts screen, press **Menu** then select **View > Trash**. The contacts in the Trash appear.

2 Press **Menu** then select **Empty Trash**. A confirmation dialog box appears. Select **Empty Trash** to proceed. All contacts in the Trash are permanently removed.

Address Book Settings

Use the Settings screen (shown below) to set up “categories” for organizing contacts, as well as “labels” for identifying types of contact information. “Ski Friends” is an example of a contact category, and “Cabin #” is an example of an information label. You can also import contacts from your SIM card. Read below for details.

Create, Edit, and Delete Categories

Each contact in your Address Book contacts is stored in a category. By default, your Address Book contains the following categories:

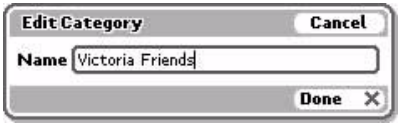
- Work
- Family
- Friends

You can edit the names of these categories, delete them, and create new ones, up to 10 total.

To edit an existing category:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Categories.** The Categories screen appears, showing all existing categories:

2 Scroll to highlight the category you wish to edit, then press the wheel. The Edit Category dialog box appears:

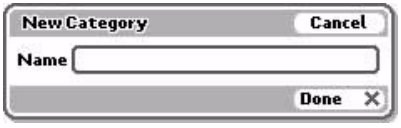


3 Edit the name as you wish, then select **Done** to save the change. To cancel your edit, select **Cancel**.

To create a new category:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Categories.** The Categories screen appears.

2 Press **Menu** then select **New Category** [**+ N**]. The New Category dialog box appears:



3 Type the name of your new category. Remember, categories describe a group of contacts; for example, you might have a number of medical doctors you want to group into a category named “MDs”.

4 Select **Done** to save the category. If you change your mind and don’t want to create the new category after all, select **Cancel**.

5 You will now be able to assign contacts to this new category, as well as use it to filter messages. Read more in *View Contacts by Category* on page 130.

To discard a category:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Categories.** The Categories screen appears.

2 Scroll to highlight the category you wish to discard.

3 Press **Menu** then select **Discard...** [ ].

4 A confirmation dialog opens, asking if you want to discard the category permanently. Select **Discard** if you want to; otherwise, select **Cancel**.

Create, Edit, and Delete Labels

All pieces of information you store about an individual contact are described using “labels”. For example, in the screen below, in the Phone section, “Home” and “Vacation” are labels used to differentiate Gloria’s home phone number from the phone number she uses when on vacation.

By default, the Address Book includes the following labels:

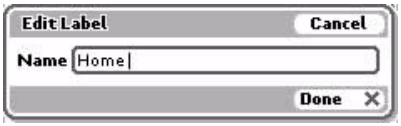
- Home
- Work
- Mobile
- Fax
- Personal

You can edit the names of these labels, discard them, and create new ones, up to 10 total.

To edit an existing label:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Labels.** The Labels screen appears, showing all existing labels:

2 Scroll to highlight the label you wish to edit, then press. The Edit Label dialog box appears:



3 Edit the name as you wish, then select **Done** to save the change. To cancel your edit, select **Cancel**.

To add a label:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Labels.** The Labels screen appears.

2 Press **Menu** then select **New Label** [**+ N**]. The New Label dialog box appears:

Type your new label name. Remember, labels describe bits of information about an individual contact; for example, you could create a label named “Social” to describe the email addresses your friends use for social-type email. Each friend could also have an email address labeled “Work”.

3 Select **Done** to save the label. If you change your mind and don’t want to create the new label after all, select **Cancel**.

4 You will now be able to assign contact information to this new label, as well as view it on the Browse Contacts screen, where it describes the contact information that is displayed.

To discard a label:

1 From the Browse Contacts screen, press **Menu** then select **Settings > Labels.** The Labels screen appears.

2 Scroll to highlight the label you wish to discard.

3 Press **Menu** then select **Discard...** [ ].

4 A confirmation dialog opens, asking if you’re sure you want to discard the label. Select **Discard** if you want to; otherwise, select **Cancel** to keep the label.

Import Contacts from SIM

From the Import SIM Contacts screen you can import to your Address Book any contacts you may have stored on a SIM card from another T-Mobile GSM-enabled phone. Follow the instructions below to do this:

1 Follow the instructions provided in *How to Remove Your SIM* on page 30 to remove your T-Mobile-supplied SIM from your device.

2 Follow the instructions in *How to Insert Your SIM* on page 31 to insert the SIM containing the contacts you want to import.

3 From the Browse Contacts screen, press **Menu** then select **Settings > Import SIM Contacts.**

- If your SIM card contains no contact information, a dialog box will tell you that “No contacts were found on the SIM card.”
- If your SIM card does contain contact information, a dialog box will appear, giving you status as the import progresses. When the import has finished, you’ll be notified how many contacts were imported.

Note! If you import a contact already present in your Address Book, that contact will appear twice.

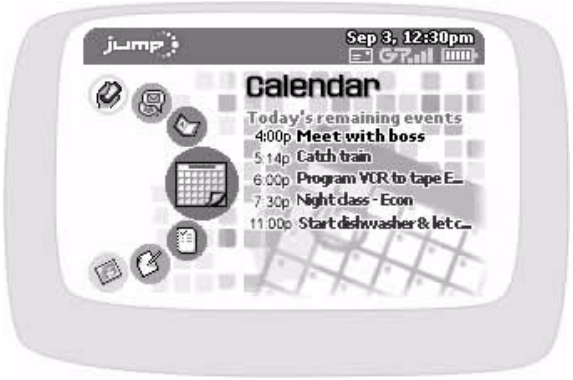
11. Scheduling Events with Calendar

We hope you enjoy using the Calendar application! For info on using the Calendar, read the topics in this chapter:

- **Calendar Splash Screen** on page 138
- **Keyboard Shortcuts** on page 139
- **Create an Event** on page 139
- **Edit an Event** on page 143
- **Discard an Event** on page 143
- **Ways to View Your Events** on page 143
- **Upcoming View** on page 146
- **Day View** on page 147
- **Week View** on page 148
- **Month View** on page 149
- **Year View** on page 150
- **Trash View** on page 150
- **Go To a Specific Day** on page 151
- **Calendar Settings** on page 151

Calendar Splash Screen

To open the Calendar application, first press **Jump** O, then scroll to highlight the Calendar icon in the left-hand "ring" of applications. You will see the Calendar "splash" screen on the right side of the screen when you've highlighted the Calendar application icon:



The splash screen shows the events you've scheduled for the current day, with the event coming up soonest at the top of the list.

What's an Event?

An event is anything you want to schedule on your Calendar. An event can be a doctor's appointment, a birthday or anniversary, a tennis game with a friend, a dinner date, anything you want to schedule. If you want, your device can remind you of an event by vibrating, flashing, or playing a ringtone. You can also set an event to repeat automatically, like someone's birthday once a year.

To get going immediately, follow the instructions in *Create an Event* on page 139.

Keyboard Shortcuts

While you're in the Calendar application, you can use the following shortcuts for menu items:

New Event...	+ N
Discard Event	
Show Today	+ H
Go To...	+ O
View >	+ D
Upcoming View	+ 0
Day View	+ 1
Week View	+ 2
Month View	+ 3
Year View	+ 4
Trash	+ T
Next/Previous Day Next/Previous Week Next/Previous Month Next/Previous Year	

Create an Event

When you want to add an event to your schedule you can either:

- *Add an Event from Scratch* on page 140, or
- *Copy an Existing Event* on page 143

The two methods are described below in detail. Be patient! You have **many** options when setting up events, so these instructions are rather long and complicated. But then, so is your schedule!

Add an Event from Scratch

1 From any Calendar view, press **Menu** then select **New Event** [**+ N**]. A blank New Event screen appears:

2 Start by giving the **Event** a title. The shorter the title, the more likely it will display on some of the tighter views, like the Week view. If you don't give it a title, the system will name it "Untitled".

3 Select an icon for your event by rotating the wheel up to highlight the Icon selector: .

Press the wheel to open the icon pop-up menu. Rotate the wheel to highlight an icon, then press to select it. You can pick from the following icons:

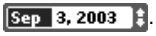
4 Give your event a place in the **Location** field.

5 Specify the timing of your event by opening the pop-up menu. Select from one of the following options:

- **Start & End**

- **Start & Duration**

- **All Day**

6 To pick dates, use the date selector 

. Highlight the month selector with the wheel, then press to open the month selector pop-up. Rotate the wheel until the month you want is highlighted, and press to select it. Rotate the wheel down one click to advance to the date selector, use the wheel to open the pop-up and select a date, and so on through the year selector.

Tip: To highlight a date quickly when a date selector is open, simply type the date and the highlight will resolve to the closest match in the list.

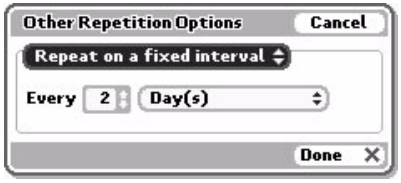
You can also use the calendar date selector to select the event start date. Highlight the calendar icon then press. The current month appears, with today's date highlighted:

If you want another day, month, or year, rotate the wheel (or press the D-pad arrows) until you highlight the day in the month and year you want. (**Tip**: To scroll month-by-month, press **Menu** and rotate the wheel.) When you have the date you want highlighted, press the wheel to have this date appear in the Event Details screen. If you ever want to return the focus to today's date, press **T**.

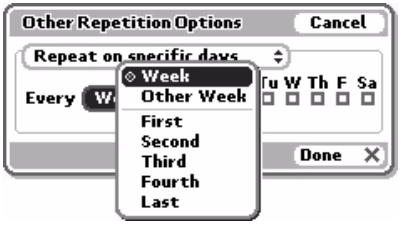
7 To make the event repeat on a regular interval, select the **Repetition** check box, then select an option from the Repeat pop-up menu. You will see something similar to the following, depending on the timing of your event:

8 Depending on your choice, you'll have to decide how long, how often, etc. If you selected **Other...**, the Other Repetition Options dialog box will open. You can select from these repeat options:

- **Repeat on a fixed interval** - Pick the fixed interval details:

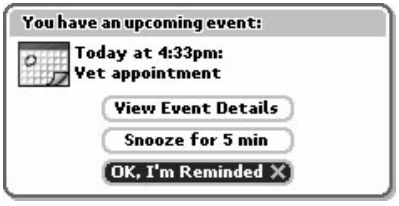


- **Repeat on specific days** - Select how often you want the event to repeat and then select the appropriate days:



9 To set a reminder for the event (and each time it repeats), select the **Reminder** check box.

You can set your reminder to happen a number of minute(s), hour(s), or day(s) before the event. You are reminded by a device alert (sound and on-screen message). Depending on what you set for the remind time, you'll receive a reminder like the following before your event:



10 You can also add a note to your event. Simply highlight the **Notes** text box and type. Your note can be any length.

11 Here's an example of a filled-in event:

Copy an Existing Event

1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to duplicate, then press the wheel to open its Events Details screen.

2 Press **Menu** then select **Duplicate Event**. The screen appears to remain unchanged; however, you are really looking at a copy of the original event.

3 Make your edits on the Event Details screen to reflect the details of your new event.

4 When you've finished editing the screen, press **Menu** then select **Done**.

Edit an Event

You can always edit an existing event by doing the following while in the Calendar application:

1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to edit, then press the wheel to open its Events Details screen.

2 Make your edits on the Event Details screen as you wish.

3 When you've finished editing the details, press **Back**. If you've changed a repeating event, you'll be prompted to:

- Change this date
- Change this & future dates
- Change all dates

Select the appropriate action and select **Save**.

Discard an Event

You can always discard an existing event by doing the following while in the Calendar application:

1 From an Upcoming, Day, or Week view, scroll to highlight the event you want to discard.

2 Press **Menu** then select **Discard** [].

3 The event is moved to the Trash view. If you've discarded a repeating event, you'll be prompted to:

- Discard this date
- Discard this & future dates
- Discard all dates

Select the appropriate action and press **Save**.

Ways to View Your Events

The Calendar application offers a number of convenient ways to view all your scheduled events. To go to a particular view within Calendar, press **Menu** then select **View** to open the submenu. The submenu lists your view choices: **Upcoming**, **Day**, **Week**, **Month**, **Year**, or **Trash**.

A bullet always appears next to the view currently on your screen:

Notice that from anywhere in the Calendar application you can use the shortcuts shown above to switch views. For example, to switch from Upcoming to Month view, simply press ◆ **+ 3**.

To read more about each view, follow the link in the first column of the table below.

View	What you see in this view	What you can do from this view
Upcoming View	A list of all scheduled events for the next five days.	Navigate up/down the list by rotating the wheel up or down, or by pressing the D-pad up/down arrows. Edit an event's details by highlighting the event, then pressing the wheel.
Day View	A list of all scheduled events (past and future), organized by day. One-hour time slots are shown down the left side of the screen. Events are shown in shaded boxes, with their titles and time span (as space allows).	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows. Use the menu to **Go to Today**, **Next Day**, or **Previous Day**. Edit an event's details by highlighting the event, then selecting the wheel.
Week View	A table showing the current week. The days of the week, starting with Sunday, are shown as column headings and one-hour time slots are shown down the left side of the screen. Events are grey boxes, sometimes containing a partial title (depending on space).	Navigate up/down the list by rotating the wheel, or by pressing the D-pad up/down arrows. Navigate among days in the week by pressing the D-pad left/right arrows. You can scroll to previous or future weeks by continuing to use the arrow keys. Use the menu to **Go to Today**, **Next Week**, or **Previous Week**. Edit an event's details by highlighting the event, then pressing the wheel.

View	What you see in this view	What you can do from this view
Month View	A table showing the current month, with the current day highlighted.	Navigate between days by rotating the wheel. Navigate between months by pressing the D-pad left/right arrows. Use the menu to **Go to Today**, **Next Month**, or **Previous Month**. Edit an event's details by highlighting the event, then pressing the wheel. The Day view appears. Press the wheel again to edit the event's details.
Year View	A grid of the year, grouped by month, with the current month and day selected.	Navigate between months by rotating the wheel, or by pressing the D-pad up/down arrows. Use the menu to **Go to Today**, **Next Year**, or **Previous Year**. Navigate within a month by first highlighting the month, then pressing the wheel. Now, with the month highlighted, you can move around days by rotating the wheel. Open a specific Day view by first highlighting the month, then pressing the wheel, then highlighting the day and pressing. From there you can edit an event's details.

Upcoming View

The Upcoming view shows you all your events scheduled for the **next five days**.

To open the Upcoming Events view, from the Jump screen select **Calendar**, then press **Menu** then select **Views > Upcoming** [**+ 0**].

Upcoming View Features

- In the **Today** section, you only see the events that have not expired, as of that minute.
- To open an Event Detail screen, use the wheel to highlight the event title, then press. At this point you can edit the details if you want. To dismiss the screen and return to the view, press **Back**.
- All-day events are shown with an event icon just to the left of the event name, like “Write Econ paper” in the example above.

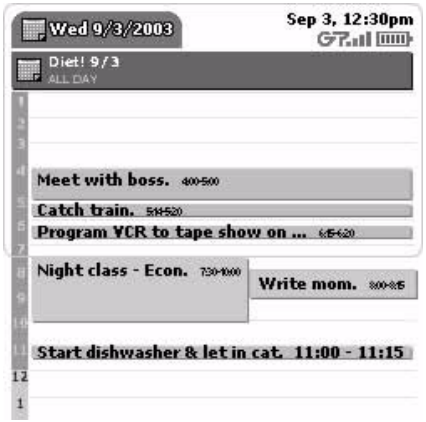
Upcoming View Navigation Tips

- Use the wheel to scroll through the five days, backward and forward. You are constrained in your scrolling to the current day and four days forward.

Day View

The Day view shows you all the events you have scheduled for the current day, listed down the screen, starting with the earliest event at the top.

To open the Day view, from the Jump screen select **Calendar**, then press **Menu** ◆ and select **Views > Day** [◆ **+ 1**].



Day View Features

- The full day will not display on your screen (not enough room), so the Day view always opens with the events occurring at the current time centered on the screen.
- All-day events are shown at the top of the screen and will always stay in view, even when you scroll.
- If one or more events have overlapping times, the events will appear adjacent to each other, like the “Night class - Econ” and “Write mom” events in the example above.
- Hours of the day are listed down the left edge of the screen. PM hours are shown against a dark background; AM hours are shown against a light background.

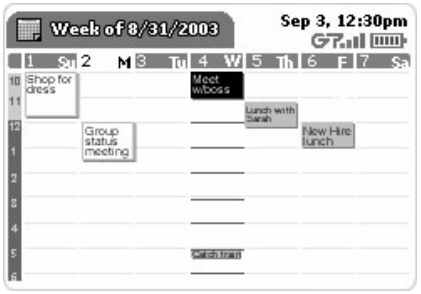
Day View Navigation Tips

- Use the wheel to scroll up and down the day’s time slots.
- To go to the next or previous day’s view, instead of scrolling, you can always press **Menu** ◆ then select **Next Day** [→] or **Previous Day** [←].
- But if you do keep scrolling up or down, you will enter the previous or next day’s time slots, and beyond.

Week View

The Week view shows you the events you've scheduled for the current week, with one exception: all-day events are not shown in this view.

To open the Week view, from the Jump screen select **Calendar**, then press **Menu** and select **Views... > Week** [**+ 2**].



Week View Features

- The current day's time slot lines are bold, like Sep 3 in the example above.
- An event you've highlighted is shown with a black background.
- Events in the past ("expired events") are shown in blocks with a white background.
- If you have overlapping events, they will appear adjacent to each other.
- To open an Event Details screen, highlight the event, then press. View or edit the event details. To dismiss/save your edits to the Event Details screen, press **Back**.

Week View Navigation Tips

- Use the wheel to scroll up and down through the time slots; use the D-pad left/right arrows to advance back and forward through the days, even beyond the current week to the previous and next weeks.
- You can always use the menu to go to **Next Week** [] or **Previous Week** [].

Month View

The Month view is designed to give you a sense of where you are in the month (the current day is highlighted in black).

To open the Month view, from the Jump screen select Calendar, then press **Menu** and select **Views > Month** [**+ 3**].

Month View Features

- The current day block is shown highlighted in black.
- If you have at least one event scheduled for a given day, that day contains a little square icon in the lower-right corner of the day block .
- To drill down to an Event Details screen, highlight the day, then press to open the Day view. Make sure the event you want to open is highlighted, then press again. View or edit the event details. To dismiss the screen, press **Back**.

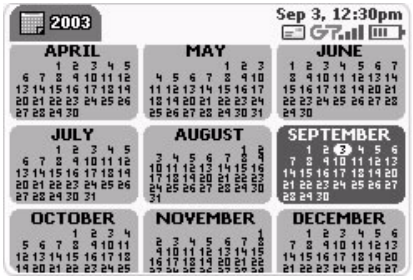
Month View Navigation Tips

- Use the wheel to scroll forward and backward through days.
- To scroll backward and forward through months, use the D-pad up/down arrows.
- You can always use the menu to go to **Next Month** [] or **Previous Month** [].

Year View

The Year view opens to the current year and lets you look forward and backward across months in one glance. This view is handy if you need to plan an event that is at least a month ahead, such as your summer vacation!

To open the Year view, from the Jump screen select Calendar, then press **Menu** ◇ and select **Views > Year** [◇ **+ 4**].



Year View Features

- The current month is shown highlighted in black.
- The current day is shown in a white circle.
- To drill down into a more focused view, first highlight the month you're interested in, then press. Now you can rotate the wheel to highlight a specific day. Once you've highlighted the day you want, press the wheel. The Day view opens to your selected date. (From there you can view events.)

Year View Navigation Tips

- Use the wheel or D-pad up/down arrows to scroll from month to month.
- To move forward and backward among years, press **Menu** ◇ and select either **Next Year** [◇→] or **Previous Year** [◇←].

Trash View

Whenever you discard an event by using the menu option or the DEL key [⌫], your event is "saved" in the Trash, in case you want to retrieve it.

To retrieve an event:

1 From your current view, press **Menu** ◇ then select **View > Trash** [◇ **+ T**]. The Trash view opens.
2 Scroll to highlight the event you want to retrieve.
3 Press **Menu** ◇ then select **Retrieve Event**. The event returns to its original time slot.

To empty the Calendar Trash:

1 From your current view, press **Menu** ◇ then select and select **View > Trash** [◇ **+ T**]. The Trash view opens.
2 Press **Menu** ◇ then select **Empty Trash**. After confirming your intent to discard your events permanently, a message appears on the screen stating "The Trash is empty."

Go To a Specific Day

Regardless of where you are in a particular view, you can always return to the current day (“today”) by pressing **Menu** then selecting **Go to Today** [**+ H**]. Your view remains the same, but the current day is highlighted.

If you want to go to a particular day:

1 From your current view, press **Menu** then select **Go To...** [**+ D**]. The Go to Date dialog box opens, from which you can select a date to view.
2 Select **Done** and your current view jumps to highlight the day you specified.

Calendar Settings

You can customize some of the behavior of the Calendar by opening the Calendar Settings screen. Each customization option is described below.

Event Reminder Ringtone

You can set a ringtone to remind you of an upcoming event.

1 From any of the Calendar views, press **Menu** then select **Settings**. The Settings screen opens.
2 Look at the first group box, labeled **Event reminder ring**:

3 Select the pop-up menu to open it and see all the possible rings you can select.
4 If you do **not** want to be notified of an upcoming event with a ringtone, select **None**.
5 If you **do** want to be notified of an upcoming event with a ringtone, then select from one of the possible ringtone categories:

To view the songs for a particular category, press the wheel. To dismiss any of the submenus, press **Back**. Note that the category and song currently in effect are highlighted.

6 To select one of the songs for your ringtone, press the wheel when the song is highlighted.
7 Press **Back** to save your ringtone setting.

Time Settings

When you create a new event, you may want to change some of the default settings to suit your typical schedule. Here’s how:

1 From any of the Calendar views, press **Menu** then select **Settings**. The Settings screen opens.

2 Scroll down to the group box labeled **Time Settings**:

3 Select the timing method you want to use when creating a new event: **duration** or **end time**. You can always change this and the other time settings on the individual event details screen, but this setting will be the timing method selected by default.

4 Use the time selector to specify your **default event duration**.

5 Finally, set your **default reminder** preference.

6 Press **Back** to save your time settings.

Event Management

To keep to your quota of **1000 events**, use these event management settings.

1 From any of the Calendar views, press **Menu** then select **Settings**. The Settings screen opens.

2 Scroll down to the group box labeled **Event Management**:

3 Permanently discard “old” events by selecting the **Discard events older than 30 days** button. The screen displays the number of events that are counted as older than 30 days. Note that if you have a recurring event that continues into the future, then the past instances of that event are not counted as older than 30 days.

4 If you want to discard all events in one easy step, select the **Discard all events** button.

12. Taking Photos

Smile! You're always ready to document a fun time with the Camera application. What's more, you can instantly involve family or friends by sending them the photo via email. You can save up to 36 pictures in your Gallery for viewing either on your device or the Web.

Just put the camera into the headset/camera jack and you're ready to start taking photos! Find out exactly how to use your device's camera by reading the topics in this chapter:

- **Camera Splash Screen** on page 153
- **Keyboard Shortcuts** on page 154
- **Insert the Camera** on page 154
- **About Capture Modes** on page 155
- **Take a Photo** on page 155
- **View Your Photo Gallery** on page 156
- **Email Photos** on page 158
- **Change the Name of a Photo** on page 158
- **Sort Photos** on page 159
- **Discard Photos** on page 159

Camera Splash Screen

To open the Camera application, first press **Jump**, then scroll to highlight the Camera icon in the left-hand "ring" of applications. You will see the Camera "splash" screen on the right side of the screen when you've highlighted the Camera application icon:

Two photos from your Gallery will display on the splash screen! You can store up to **36 photos** in your Gallery.

Keyboard Shortcuts

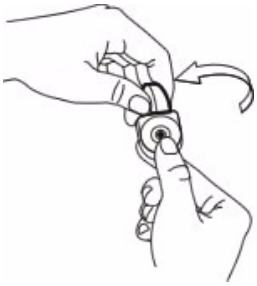
You can use the following keyboard shortcuts for performing actions from the Camera menu:

Capture New	◇ + N
View Full Screen/Thumbnails	◇ + D
Rename Photo...	◇ + E
Discard...	⌫
Mail Checked To...	◇ + M

Insert the Camera

Here's how to attach the camera to your device:

1 Before you can insert the camera into your device, you must expose the camera's "lead", which is protected by a plastic case. You can tell which end of the camera is the case because it has a hook for attaching to a key chain or cord. To remove the case, hold the camera with both hands (one hand on each end) and twist the case 90 degrees, then pull to expose the lead:



2 Insert the lead firmly into the device headset/camera jack:

Be sure to push the camera in all the way! You'll know it's in far enough when the wheel lights up.

3 As soon as you insert the camera into the jack (assuming you're already in the Camera application), your device will display the Capture screen.

4 Before you take your first photo, be sure to read the next section, *About Capture Modes* on page 155.

About Capture Modes

There are two “modes” you can be in when taking a picture:

Preview

After you capture an image, it is displayed on the screen. From this screen you can decide to keep it, retry the shot, or rename it. The capture mode is set to **Preview** by default.

AutoSave

You can take many photos in a row, without being prompted to save or delete the picture. Photos are saved to your device for later review in your Gallery.

Take a Photo

To capture a photo, the camera must first be inserted in the jack *and* you must be viewing the Capture screen. If you’ve just inserted the camera, the Capture screen will open automatically; however, if you’ve been to another screen after inserting the camera, you’ll need to return to the Capture screen:

1 From either the Capture or Gallery screen, press **Menu** then select **Capture New**.

2 The Capture screen appears with the image currently in focus in the “viewfinder”:

3 You must now select a capture mode. (Read more in *About Capture Modes* on page 155.)

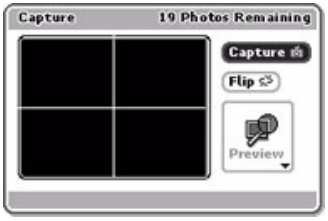
- By default, the Capture screen opens in **Preview mode**, indicated by this icon:

- If you’d rather capture in **AutoSave mode**, then rotate the wheel to highlight the Preview button, then press the wheel to open the pop-up menu. Scroll to highlight **AutoSave**, then press the wheel.

4 Position the camera so the image you want to capture displays in the “viewfinder” on the Capture screen. If the image is upside down, select the **Flip** button to turn it right-side up. You can also use the D-pad’s up and down arrow keys to flip the picture. Note that you can rotate the camera 180 degrees, which means you can take a picture of yourself!

5 When you’re ready to capture the image, select the “shutter” button .

6 The screen lens “closes” first, then opens, displaying your captured photo:



7 If you want to give your photo a name (other than the default “Photo #”), scroll to highlight the name text field, then edit the name as you wish. If you keep the photo, you can always rename it later from the Gallery.

8 Select either **Retry** or **Keep It** .

- If you select **Retry**, the photo is permanently deleted.
- If you select **Keep It**, you’ll be able to view your photo from the Gallery.

View Your Photo Gallery

You can save **up to 36 photos** on your device (called your “Gallery”). You can view your Gallery in two ways:

- **Thumbnail View** - screen displays six photos at a time, rendered at 75% of original size
- **Full Screen View** - screen displays one photo at a time, rendered at 150% of original size

By default, your Gallery opens in Thumbnail view. To switch between views, press **+ D**.

Thumbnail View

The Thumbnail view is illustrated below.

Use the wheel to scroll through your Gallery. Below the thumbnails you'll see a handy Gallery navigation bar. You can always see where you are in your sequence of photos since the highlighted image is outlined. You can also see at a glance which images are selected by looking for the check mark indicator.

The number of photos you have left (out of the 36 you can save) is displayed in the title bar:

.

Full Screen View

To get a magnified look at any of your photos (twice as large as displayed in the Thumbnail view), highlight a picture in the Thumbnail view, then from the menu select **View Full Screen**. The selected image appears on the screen:

You get a Gallery navigation bar on the Full Screen view as well. An image is considered "highlighted" if it is currently in full-view on the screen.

How to Select Photos

In order to perform an action on one or more photos, you must first select the photos. **Note!** You can select photos in either Thumbnail or Full Screen view.

1. From the Gallery screen, scroll through the photos, highlighting the photo you wish to select.
2. Press the wheel to cause a check mark to appear in the lower-left corner of the image. The corners of the selected image will be outlined as well:

3. Continue to scroll through your Gallery, highlighting an image, then pressing the wheel to select it, until you've selected all the images you wish.
4. **To select a series of contiguous photos**, rotate the wheel to highlight the first photo in the series, then press and hold the Shift key down while continuing to scroll through the Gallery. After the last image you want in the series is highlighted, press the wheel and release the Shift key. To deselect the photos, repeat.

5 **To select all the photos in your Gallery**, highlight the first image in the Gallery, hold the Shift key down while scrolling to the last picture you want in the series, then press. Note that this method also works for selecting a subset of contiguous photos in the Gallery, as described above.

6 Your Gallery navigation bar shows you which images you've selected:

When Your Gallery Is Full

If your Gallery becomes full (36 pictures stored), the title bar will read "No Photos Remaining" and you will receive a notice if you try to take another photo:

If you want to take new photos, first discard some existing photos, as described in *Discard Photos* on page 159.

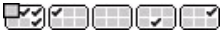
Email Photos

You can send through the email application any photos you've stored in your Gallery, from either the Thumbnail or Full Screen view. **Note!** You can attach all the images in your Gallery if you want, up to 36.

1 From the Gallery screen, scroll through your photos. When you find a photo you want to email, highlight the photo then press the wheel to select it.

2 Continue to select photos until you've selected all the images you want to send.

3 Review the Gallery navigation bar at the bottom of the screen to make sure you've selected only the images you want to attach to your email message:



4 Press **Menu** ◇ then select **Mail Checked To...** [◇ **+ M**]. A new email compose screen will appear, with your photos shown as attachments.

5 Complete the email, then select **Send** [◇ **+ M**].

Change the Name of a Photo

You can always re-name photos you've stored in your Gallery, from either the Thumbnail or Full Screen view. **Note!** A photo name can be no longer than 32 characters.

1 Scroll to highlight the photo you want to rename, the press the wheel to select it.

2 Press **Menu** ◇ then select **Rename Photo...** [◇ **+ E**]. The Rename Photo dialog box opens:

3 The text cursor is located at the end of the current name. Delete the old name and type your new image name as you like.

4 Select **Done** to save the change and dismiss the dialog box.

Sort Photos

You can sort the order in which your photos appear in your Gallery by doing the following while in the Camera application. By default, your photos are sorted by date & time, with the newest photos at the beginning of the Gallery. To change the default sort order, do the following:

1 From either the Thumbnail or Full Screen Gallery view, press **Menu** then select **Sort** to open the submenu. You can choose from:

- Date, newer at top
- Date, newer at bottom
- Name, A to Z
- Name, Z to A

2 Scroll to highlight your sort choice, then press the wheel to select it and dismiss the menu.

Discard Photos

You can always discard photos you've stored in your Gallery, from either the Thumbnail or Full Screen view.

To discard one photo at a time:

1 Scroll to highlight the image you want to discard.

2 Press the wheel to select it.

3 Press **Menu** then select **Discard...** [ ]. A confirmation dialog box appears.

4 Select **Discard** to delete the image from your Gallery. If you decide to keep the photo after all, then select **Cancel**.

To discard more than one photo at a time:

1 Use the multiple selection methods described in *How to Select Photos* on page 157.

2 Press **Menu** then select **Discard Checked...** A confirmation dialog box appears.

3 Select **Discard** to delete the image from your Gallery. If you decide to keep the photos after all, then select **Cancel**.

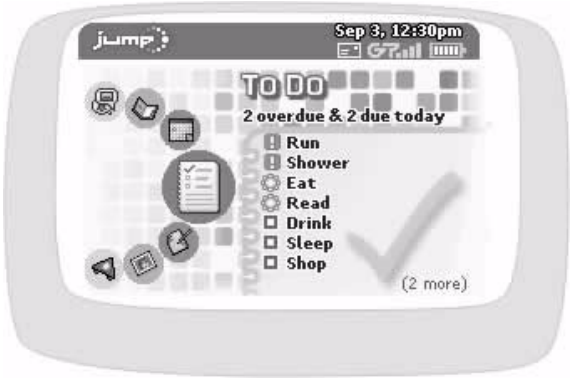
13. Keeping To Do Lists

Make sure you never forget another thing to do! Keep yourself organized with the To Do application. Get started now by reading the topics in this chapter:

- **To Do Splash Screen** on page 160
- **Keyboard Shortcuts** on page 161
- **Create a New Task** on page 163
- **Task Views** on page 162
- **Create a New Task** on page 161
- **Sort Tasks** on page 162
- **Task Details Screen** on page 163
- **Create a New Task** on page 163
- **Edit a Task** on page 164
- **Mark a Task Completed** on page 165
- **Discard a Task** on page 165
- **Manage Your To Do Trash** on page 165

To Do Splash Screen

To open the To Do application, first press **Jump** , then scroll to highlight the To Do icon in the left-hand “ring” of applications. You will see the To Do “splash” screen on the right side of the screen when you’ve highlighted the To Do application icon:



The splash screen lists seven of your tasks, including those that are overdue. If you have more tasks, a note at the bottom of the screen tells you how many more. You can store a total of 50 tasks, including the tasks that you’ve discarded to the Trash.

Keyboard Shortcuts

Use the following keyboard shortcuts while you're using the To Do application:

New Task	◆ + N
Mark Completed	◆ + K
Mark Incomplete	◆ + K
Discard	⌫
View Tasks	◆ + 0
View Trash	◆ + T

The Browse Tasks Screen

When you first open the To Do application from the Jump screen, you'll see a list of all your tasks, similar to the following:

Overdue tasks are shown with an exclamation point icon. Tasks that are due "today" are marked with a sunburst icon. Opposite each task name is the due date, or Today, or Tomorrow (if applicable). Then to the right of the due date is the task's priority icon:

Completed tasks are shown with a check mark and the font is shown in regular font, as opposed to bold.

You can decide if you want to view your tasks by due date, priority, or status (completed or incomplete). The list in the example above shows tasks sorted by due date. Read more in *Sort Tasks* on page 162.

Task Views

There are two task “views”. You select the view you want by pressing **Menu** ◇ and selecting one of:

- **View Tasks** [◇ **+ 0**] (shows all tasks)
- **View Trash** [◇ **+ T**] (contains the tasks you’ve discarded)

Sort Tasks

You can sort the tasks on the Browse Tasks screen by the following attributes:

- **Due Date** (today, tomorrow, or other date)
- **Priority** (highest, high, medium, low, lowest)
- **Status** (completed, incomplete)

The default sort is by due date. To change your sort, do the following:

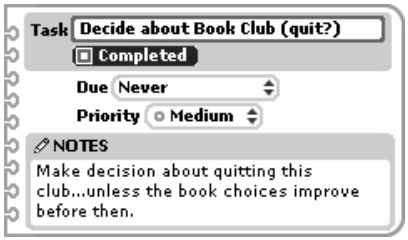
1 From the Browse Tasks screen, press **Menu** ◇ then select **Sort.** The Sort submenu will open to reveal the sort options:

2 The sort option currently active is marked by a bullet and is shown in regular font. Rotate the wheel to select another option, then press the wheel to select it and dismiss the menu.

Task Details Screen

For each task there is a details screen, which contains more information about the task than can fit in the Browse Tasks screen. The details screens are editable, so when opened, you can change the information.

To open a task's details, on the Browse Tasks screen rotate the wheel to highlight a task, then press. The details screen opens. Here's an example:

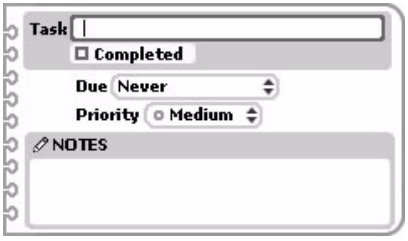


Notice that the status field is highlighted by default, making it easy for you to mark a task completed.

Create a New Task

Follow these steps to create a new To Do task while in the To Do application.

1 From the Browse Tasks screen, press **Menu** then select **New Task** [**+ N**]. A blank Task Details screen opens:



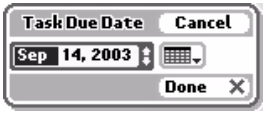
2 In the **Task** field, type a title for your To Do. Your title can be up to 40 characters long.

3 Skip over the **Completed** check box for now.

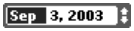
4 Scroll to highlight to the **Due** pop-up menu, then press the wheel. Select one of:

- Never
- Today
- Tomorrow
- This week (by the next Saturday)
- Next week (by a week from the next Saturday)
- Other...

5 If you select **Other...**, the Task Due Date dialog box opens:



Pick the **Date** on which the task is due by using either the date or calendar selector:

- The month section of the date selector  is highlighted by default. Press the wheel to open the selector pop-up, rotate the wheel until the month you want is highlighted (rotate up for months later in the year; rotate down for months earlier), then press. Rotate the wheel until the day you want is highlighted, then press again. Now pick the year by rotating the wheel until the year you want is highlighted, then press.
- You can also use the calendar date selector to select a task due date. Use the wheel to highlight the calendar icon , then press. The current month appears with today's day highlighted by default:

Rotate the wheel to highlight the date you want, then press to select it. If you want to assign a date in a future month, press **Menu** then rotate the wheel to scroll month-by-month until you get to the month you want. To return to today's date, press **T**. When you have the date you want highlighted, press the wheel to set this date in the Task Details screen.

When finished selecting a Task Due Date, press **Done**. You are returned to the New Task screen.

6 Scroll to highlight the **Priority** pop-up menu, then press the wheel. Select one of:

7 You can also add a note to your task. Simply highlight the **Notes** box and type. Your note can be up to 500 characters in length.

8 To save your new task, press **Menu** then select **Done**. Your new task appears in your Browse Tasks screen.

Edit a Task

You can edit any of your tasks by opening the task's detail screen:

1 From the Browse Tasks screen, use the wheel to highlight the task you want to edit, then press. The Task Details screen opens.

2 You can change any of the fields, just as if you were creating the task from scratch. Note that you can mark the task completed by using the wheel to select the **Completed** check box. You can mark a completed task as incomplete by selecting the **Completed** check box again to clear the box of the check.

3 You can discard the task altogether by pressing **Menu** and selecting **Discard** [ ].

Tip: Your task is not deleted permanently; it's discarded, which means it's been moved to the Trash, where you can retrieve it.

4 When finished with your edits, press **Menu** then select **Done** . If you decide you don't want to save the edits you've just made to the task details, press **Menu** then select **Cancel** [**+ .**].

Mark a Task Completed

If you've completed a task, make sure to mark it completed. That way you can choose to sort completed (or incomplete) tasks on the Browse Tasks screens (read more in *Sort Tasks* on page 162). Also, you can easily discard all completed tasks from the menu (read more in *Discard a Task* on page 165).

To mark a task as completed, do this:

1 On the Browse Tasks screen, scroll to highlight the task you want to mark completed.
2 Press **Menu** then select **Mark Completed** [**+ K**].
3 A check mark now appears in the box to the left of the task title.
4 If you change your mind about having completed a task, you can mark it as incomplete by highlighting the task, pressing **Menu** then selecting **Mark Incomplete** [**+ K**].

Tip: You can also mark a task as completed/incomplete from the Task Details screen. Read more in *Edit a Task* on page 164.

Discard a Task

You can discard a task from either the Browse Tasks screens or the Task Details screen.

- From the Browse Tasks screen, scroll to highlight the task you want to discard, then press **Menu** and select **Discard** .
- From the Task Details screen, press **Menu** then select **Discard** [ ].

Either way, the task is moved to the Trash, where you can retrieve it...until you empty the Trash.

You can also discard all completed tasks with one command from the Browse Tasks screen: press **Menu** and select **Discard Completed**.

Manage Your To Do Trash

All the tasks you've discarded will appear in the Trash view, until you empty the Trash.

Retrieve a Task You've Previously Discarded

All tasks that you have discarded are stored in the Trash, just in case you want to retrieve them later:

1 From the Browse Tasks screen, press **Menu** then select **Trash** [**+ T**]. The Trash screen opens.
2 Scroll to highlight the task you want to retrieve.
3 Press **Menu** then select **Retrieve Task** [**+ R**].
4 The task disappears from the Trash screen and appears in the Browse Tasks screen.

Empty the To Do Trash

Remember that you can store 50 tasks, including the tasks you've sent to the Trash. If you're running out of space, empty your Trash:

1. From the Browse Tasks screen, press **Menu** then select **Trash** [**+ T**]. The Trash screen opens.
2. Press **Menu** then select **Empty Trash**.
3. A confirmation dialog box opens, asking if you're sure you want to permanently discard the tasks. Select **Empty Trash**, or select **Cancel** if you change your mind about permanently discarding your trashed tasks.
4. The Trash empties.

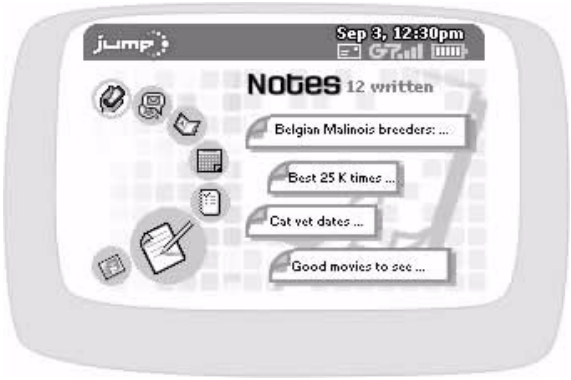
14. Keeping Notes

Save all kinds of important information with the Notes application. Check or update your notes on either your device or the Web. To learn about using the Notes application, read the topics in this chapter:

- **Notes Splash Screen** on page 167
- **Keyboard Shortcuts** on page 168
- **View Your Notes** on page 168
- **Sort Your Notes** on page 169
- **Add a Note** on page 170
- **Edit a Note** on page 170
- **Discard a Note** on page 170
- **Manage Your Notes Trash** on page 171

Notes Splash Screen

To open the Notes application, first press **Jump**, then scroll to highlight the Notes icon in the left-hand "ring" of applications. You will see the Notes "splash" screen on the right side of the screen when you've highlighted the Notes application icon:



The splash screen lists the first four of your notes, in alphabetical order. The total number of notes you have is also shown (12 total in the example above). You can create and save up to **50 notes (on color devices) or 20 notes (on grayscale devices)**, which includes the notes that you've discarded to the Trash.

Keyboard Shortcuts

While you're in the Notes application, you can use the following shortcuts for menu items:

New Note	◇ + N
Discard Note	⌫
View Notes	◇ + 0
View Trash	◇ + T

View Your Notes

There are two notes "views". You select the view you want by pressing **Menu** ◇ and selecting one of:

- **View Notes** [**◇ + 0**] (shows all notes)
- **View Trash** [**◇ + T**] (contains the notes you've discarded)

The view of all your notes is further explained below. Read more about the Trash view in *Manage Your Notes Trash* on page 171.

The Browse Notes Screen

The Browse Notes screen lists **all** your notes in the order you specify in Sort submenu (read more in *Sort Your Notes* on page 169). By default, the notes are displayed **folded**. This means that only the first line of the note is shown:

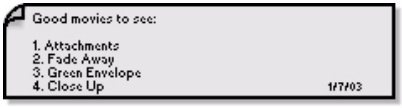
Note: The ellipsis (…) indicates there's more to the note than what is shown in the folded view. Unfolding is explained in the topic below.

Use the wheel to scroll through the notes. You'll know you've highlighted a note when its border appears darker than the notes around it:

Unfolding/Folding a Single Note

To unfold a single note, do the following while in the Notes application:

1 From the Browse Notes screen, scroll to highlight the note then press the wheel. The note expands, showing the full text. Unfolded, focused notes are editable:



2 If your note is longer than the screen, use the wheel to scroll up/down the note contents. You can also use the D-pad arrows to navigate within the text.

3 To fold your note again, press the wheel. The note folds, showing only the first line:

Unfolding/Folding All Your Notes

To unfold all your notes, do this while in the Notes application:

1 From the Browse Notes screen, press **Menu** then select **Unfold All**.

2 Scroll up/down through the list of notes.

3 At any time, if you want to fold a notes' contents, first highlight the note, then press the wheel. The contents of the note collapse, but the note is still highlighted.

4 To re-fold all your notes, press **Menu** and select **Fold All**. All the notes' contents collapse. The note that was highlighted when you folded all the notes remains highlighted.

Sort Your Notes

In the Browse Notes view, you can specify the order in which your notes are displayed. By default, notes are sorted alphabetically, A to Z, but you can change that by doing the following while in the Notes application:

1 From the Browse Notes screen, press **Menu** then select **Sort** to open the submenu. Select from the following options:

- Alphabetically, A to Z
- Alphabetically, Z to A
- Last modified, newest on top
- Last modified, newest on bottom
- Creation date, newest on top
- Creation date, newest on bottom

2 Scroll to highlight your choice, then press the wheel to select it.

3 Press **Back** to dismiss the menu and set your sort option.

Add a Note

Before you add a note, here's some note facts you need to know:

- **How many notes can I have?** You can store a total of 50 notes (on color devices) or 20 notes (on grayscale devices), including the notes that you've discarded to the Trash. If you've run out of space, you may want to empty your Trash (read more in *Manage Your Notes Trash* on page 171).
- **How long can each note be?** Each note can be 8000 characters (on color devices) or 1000 characters (on grayscale devices) at most, and that includes spaces and line returns.

To create a new note, follow these steps while in the Notes application:

1 From the Browse Notes screen, press **Menu** then select **New Note** [**+ N**].

2 A blank note opens. Type your note using the keyboard. (Read more in *Typing and Navigating in Text Fields* on page 24.) Anything you type over 8000 characters (on color devices) or 1000 characters (on grayscale devices) will not be saved with the note.

3 Your note is saved as you type it. When you're done, it is added (in the proper sort order) to your notes in the Browse Notes screen.

Edit a Note

You can always edit an existing, unfolded note by doing the following while in the Notes application:

1 On the Browse Notes screen, make sure you are viewing the note **unfolded**. If it's folded, highlight the note with the wheel, then press to unfold it.

2 The text cursor will be positioned at the spot where you last were typing in the note. Use the D-pad to move within the text; use the keyboard to edit your note. (Read more in *Typing and Navigating in Text Fields* on page 24.)

3 Your edits are saved as soon as you make them.

Discard a Note

Discarding a note means moving it to the Trash:

1 From the Browse Notes screen, highlight the note you wish to discard. (It doesn't matter if the note is folded or unfolded.)

2 Press **Menu** then select **Discard [**⌫**]**.

3 The note moves to the Trash, where you can later retrieve it or discard it for good.

Manage Your Notes Trash

All your notes are displayed either in the Browse Notes screen or the Notes Trash screen, shown below:

To switch from viewing all your notes to just the notes in your Trash, press **Menu** ◇ and select **View Trash** [◇ **+ T**]. The Notes Trash screen appears. From this screen you cannot edit any of the notes, but you can:

- *Retrieve a Note You've Previously Discarded*, or
- *Empty Your Notes Trash*

Retrieve a Note You've Previously Discarded

All notes that you have discarded are stored in the Trash, just in case you want to retrieve them later:

1. From the Browse Notes screen, press **Menu** ◇ then select **View Trash** [◇ **+ T**]. The Notes Trash screen opens.
2. Scroll to highlight the note you want to retrieve.
3. Press **Menu** ◇ then select **Retrieve Note**.
4. The note now appears in the Browse Notes screen, where you can edit it.

Empty Your Notes Trash

Remember that you can store 50 notes (on color devices) or 20 notes (on grayscale devices), including the notes you've sent to the Trash. If you're running out of available space, empty your Trash:

1. From the Browse Notes screen, press **Menu** ◇ then select **View Trash** [◇ **+ T**]. The Notes Trash screen opens.
2. Press **Menu** ◇ then select **Empty Trash**.
3. A confirmation dialog box opens, asking if you're sure you want to permanently discard the notes. Select **Empty Trash** (or select **Cancel** ✕ if you change your mind about permanently discarding your trashed notes).
4. The Notes Trash screen appears with the message "The Trash is empty."

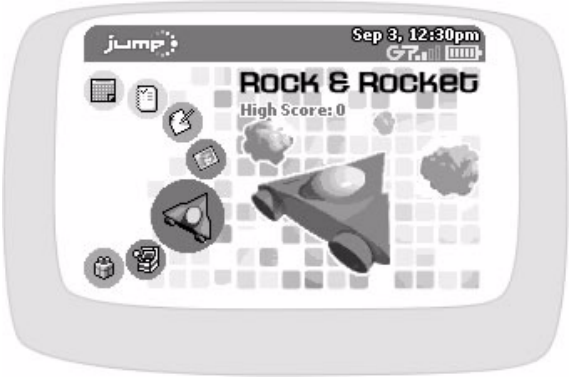
15. Playing Rock & Rocket

When you have a minute, try the exciting Rock & Rocket game! Dispatch those rocks before they smash your rocket to smithereens!

- **Rock & Rocket Splash Screen** on page 172
- **The Object** on page 172
- **What Happens** on page 173
- **Scoring** on page 173
- **Hints** on page 173
- **Controls** on page 173

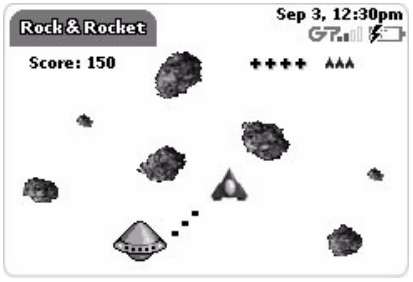
Rock & Rocket Splash Screen

To open the Rock & Rocket game, first press **Jump** , then scroll to highlight the Rock & Rocket icon in the left-hand “ring” of applications. You will see the Rock & Rocket “splash” screen on the right side of the screen when you’ve highlighted the Rock & Rocket application icon:



The Object

Destroy as many rocks as you can before running out of rocket ships.



What Happens

You start each game with four rockets (+ ▲▲▲) and four hits (✚✚✚✚). Each time you're hit by either a small, medium, or large-sized rock, you take a hit. After taking four hits, your rocket is destroyed and another rocket appears (assuming you have any left). If you get too close to a rock, your shield activates and it costs you a hit. The wheel will change color from clear to yellow to red as you take hits. The good news is you have **unlimited** ammunition!

You can also be hit by the Alien Antagonist ! If you hit an Antagonist, cover your eyes or you'll be subject to an alien oath. Very bad! Also (minor detail), if you're hit by the Alien Antagonist, you die baby.

Scoring

Each time you make a hit, you'll score:

Alien - 25 points
Large rocks - 50 points
Medium rocks - 100 points
Small rocks - 150 points

For every 15,000 points (in any one game) you'll earn another rocket, up to six at any one time. As you get more points, the soundtrack tension builds!

Your high score is saved on the service and always displays on the Rock & Rocket preview and start screens.

Hints

The Antagonist Alien likes to lure you into rock fields. Beware. Also, if you hit a big rock, it breaks into a smaller rocks. You can only completely eradicate the smallest rocks.

Controls

To make this happen...	Do this...
Turn rocket	Rotate wheel
Fire	Press wheel (press and hold to fire at regular intervals)
Thrust rocket forward	Press Jump button
Pause game	Press Back button

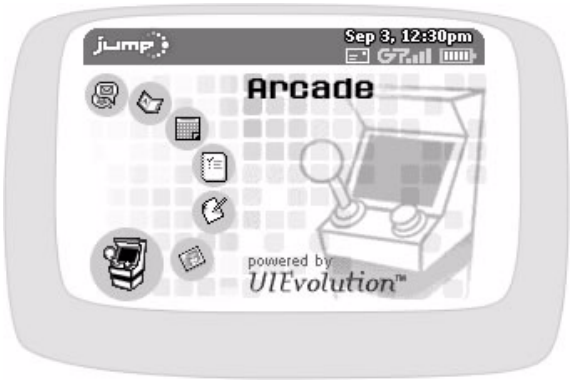
16. Playing UI Evolution Arcade Games

Note: Your device will contain these games only if you are using a T-Mobile grayscale device.

- **Arcade Splash Screen** on page 174
- **Bubbles** on page 175
- **Code Monkey** on page 176
- **Shuffle** on page 177
- **Lab Ratz** on page 178

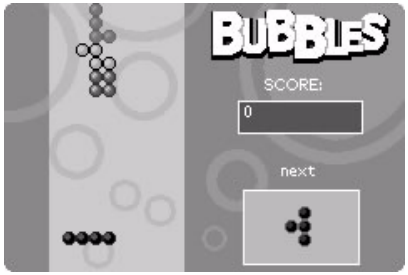
Arcade Splash Screen

To find the Arcade, scroll through the applications on the Jump screen until you see the Arcade splash screen:



Bubbles

Burst those bubbles before they fill the tank!!



The Object

The object of Bubbles is to pop all the bubbles before they fill the tank (the tank is full when at least one string of bubbles goes from the bottom to top of tank). Bubbles pop only when they completely fill a row (any row, not just the top row).

What Happens

Bubbles rise from the bottom center of the tank in four-bubble formations, like this one: . As each formation rises, you can rotate the formation to fit the blanks in the row at the top of the tank. You can also shift the formation to the left or right. Once you fill a row with bubbles, the bubbles pop and disappear.

Scoring

Each time you pop a row of bubbles, you get 100 points.

Hints

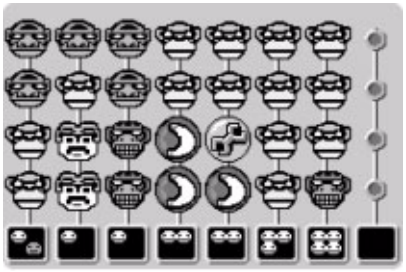
Watch the box on the right called **Next** to see what bubble formation will be rising next. By knowing the next formation, you can better strategize where to put the bubble currently rising.

Controls

To make this happen...	Do this...
Move bubble formation left	Rotate the wheel up, or Press left D-pad arrow
Move bubble formation right	Rotate the wheel down, *or* Press right D-pad arrow
Rotate bubble formation	Press wheel or Return key
Send bubble formation straight up	Press spacebar
Pause game	Press Back button

Code Monkey

Can you crack the Monkey Code?



The Object

The Code Monkey has created a hidden Monkey Code. The object of Code Monkey is to guess the combination of monkey faces, bananas, and monkey wrenches in as few guesses as possible.

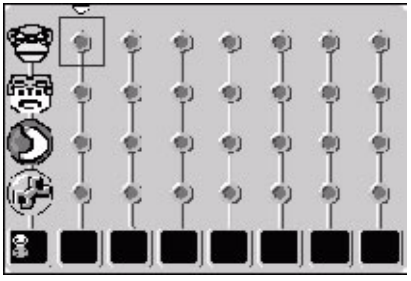
What Happens

The Code Monkey has placed four random items in the Monkey Code, choosing from four monkey faces, a banana, and a monkey wrench:

Use the wheel or D-pad arrows to cycle through the options, then press the wheel or Return key to enter your guess.

The Code Monkey won't divulge the Monkey Code unless you guess it right. But the Code Monkey will give you feedback on your guesses: A smiley face means you've got the right face/banana/wrench in the right spot. A frowny face means you've got the right face/banana/wrench in the wrong spot. And no face means wrong face/banana/monkey entirely. The tricky part is figuring out which feedback face matches which monkey/banana/wrench. You win when you get four smiley faces.

For example, let's say the Monkey Code is banana/banana/wrench/wrench, and you guess monkey1/monkey2/banana/wrench:



The Code Monkey feedback at the bottom is one smiley face and one frowny face. The smiley face refers to the wrench, which is the right item in the right place (fourth). The frowny face refers to the banana, which is the right item in the wrong place. (The Code Monkey has it in the first two spots, and you guessed third.)

Scoring

If you're quick with a banana, you'll crack the Monkey Code in five moves or fewer. But sometimes even the most seasoned banana cryptologists can't outsmart the Code Monkey.

Hints

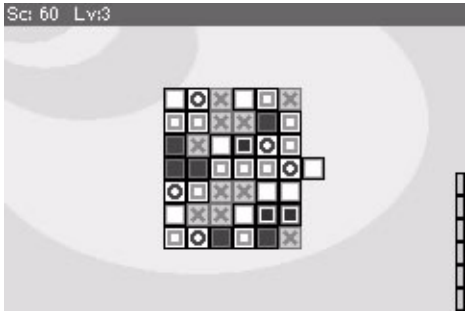
Use logic to solve the Monkey Code. Try starting your guesses with only one monkey face.

Controls

To make this happen...	Do this...
Choose a guess	Rotate the wheel up/down, or Press up/down D-pad arrow
Enter your guess	Press wheel or Return key
Move selector up/down	Press D-pad left/right arrow
Pause game	Press Back button

Shuffle

Can you move that lone box around to line up a row or column of the same pattern?



The Object

The object of Shuffle is to make the big box disappear before the timer runs out.

What Happens

Move that lone square around the larger box, then push it in to shove out another lone box on the opposite side. Line up like colors or patterns in a row or column and that entire row or column will disappear. But hurry--the timer is ticking!

Scoring

Gain bonus points by clearing a big box quickly, or by wiping away multiple rows with one push.

Hints

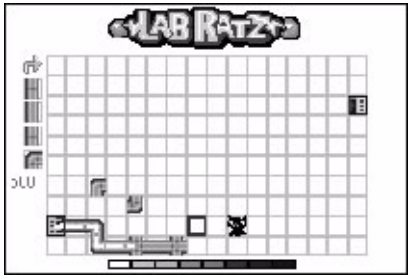
Sometimes it's better to push a different box out the other side then to circle all the way around with the current one.

Controls

To make this happen...	Do this...
Move square clockwise	Rotate the wheel down, or Press down D-pad arrow
Move square counter-clockwise	Rotate the wheel up, *or* Press up D-pad arrow
Insert square	Press wheel or Return key
Add more blocks	Press spacebar
Pause game	Press Back button

Lab Ratz

Don't let the Lab Ratz escape!



The Object

The object of Lab Ratz is to guide the Lab Ratz through a tunnel from their cage on the left to their cage on the right, using only the tunnel pieces that fall into your hands.

What Happens

Someone left the Ratz's cage door open, and they'll need a tunnel built to get them from the left cage to the right one. Tunnel pieces (up/down, left/right, 4-way, and 90-degree turns) fall in random order--you can see the next piece at the upper right. The Ratz will escape onto the floor if the finished tunnel doesn't connect them to the cage on the right.

Use the D-pad to position the next piece on the grid. The white Ratz will escape when the timer runs out. Don't let them hit the floor or the game is over.

Scoring

For each tunnel piece that the Ratz move through, you'll receive 100 points. The longer the tunnel, the more points you earn!

Hints

Keep an eye on the upper right--the next piece to drop is the one on top. And the one after that is just below it. And the one after that…

Don't be afraid to plan ahead! And watch out for hungry cats!

Controls

To make this happen...	Do this...
Move pieces left, right, up, down	Press D-pad left, right, up, down arrows
Place a tunnel piece	Press the spacebar

17. The Catalog

Use the Catalog application to download applications and ringtones to your device!

- **Catalog Splash Screens** on page 180
- **Icon Legend** on page 185
- **Purchase Limits - Slots and Blocks** on page 182
- **Browse the Catalog Contents** on page 183
- **The Item Details Screens** on page 185
- **Purchase an Item** on page 186
- **Application Installation** on page 188
- **Assign Ringtones to Application Alerts and Notifications** on page 188
- **View Your Purchases** on page 188
- **Reorder Downloaded Applications on the Jump Screen** on page 189
- **Discard Purchased Items** on page 190

Catalog Splash Screens

To open the Catalog application, first press **Jump** , then scroll to highlight the Catalog icon in the left-hand "ring" of applications. You will see the Catalog "splash" screen on the right side of the screen when you've highlighted the Catalog application icon:

Press the wheel to open the **Catalog Categories screens**. The Categories screens are similar to the Jump screen; there's a menu of Catalog categories (such as applications, ringtones) from which you can select if you want more details about the items available for purchase:

Also from this screen you can view your purchase Purchase history by scrolling down to the bottom of the ring and selecting **Purchases** . Read more about the Browse Purchases screen in *View Your Purchases* on page 188.

Note: The Catalog contents are downloaded to your device each time you open the Catalog, so there will be a brief delay before the contents display.

Icon Legend

There are many icons used in the Catalog to communicate bits of information in a concise manner. A legend is available from any Catalog screen menu (press **Menu** then select **Icon Legend**). For your convenience, all icons are defined below:

- You have purchased this item.
- Item is new to the Catalog.
- Item is a ringtone.
- Item is a game.
- Item is an application.
- Item is a recurring subscription.
- Number of blocks required for downloading this item.
- This item is an upgrade.
- Installation was not successful.

Purchase Limits - Slots and Blocks

Your device is able to store a maximum of:

- **100 blocks** for applications
- **10 slots** for ringtones

Once you fill up your blocks and slots, you will not be able to download anything new from the Catalog until you discard some of your purchases. Read more about discarding items you have already purchased in *Discard Purchased Items* on page 190.

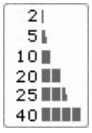
About Ringtone Slots

Each ringtone you purchase takes up 1 out of a possible 10 ringtone slots. If you try to purchase a ringtone when all your slots are full, you will receive an alert, allowing you to remove a ringtone to make room for the one you want to purchase:

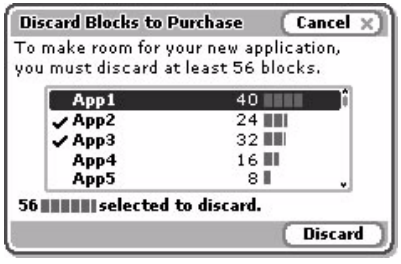
Caution! If the Ringtone Slots Are Full dialog box opens as you are receiving ringtones *after a hard reset of your device*, any ringtone you choose to remove will be permanently discarded. If that ringtone happens to be one you purchased, you will have to re-purchase it to use it again. However, if this dialog appears during the process of purchasing a ringtone and you choose to remove the ringtone you are purchasing, you will not be charged for the ringtone.

About Application Blocks

Each application purchase takes up a set number of “blocks”. Individual blocks are shown grouped so it’s easier to count them. They will appear on the Item Details screens. Here are some groupings you might commonly see:



You are allowed a maximum of 100 application blocks on your device. If you try to purchase an item when you've already reached or are about to exceed your quota, then you will receive a message that you must discard some blocks before you can purchase another item. You will be told how many blocks you'll need to discard.



Browse the Catalog Contents

All the items you can purchase from the Catalog are organized into "categories", such as applications and ringtones. To browse the items within these categories, do the following:

1 From the Jump screen, highlight the Catalog application and press the wheel to open the Category splash screens:

2 Rotate the wheel to browse the Catalog categories. When you see a category that interests you, press the wheel to open that category's Browse Items screen:

3 Individual items are grouped into folders. Highlight, then press the wheel to open a folder's items. Once you find an item you're interested in, highlight the item, then press the wheel to open the Item Details screen:

4 For ringtones, you'll be able to listen to a bit of the song from this screen. Simply select the **Preview** button and the preview song will download and play for you.

You can stop the song anytime by pressing **Stop Playing** [✕]. For more details, read *The Item Details Screens* on page 185.

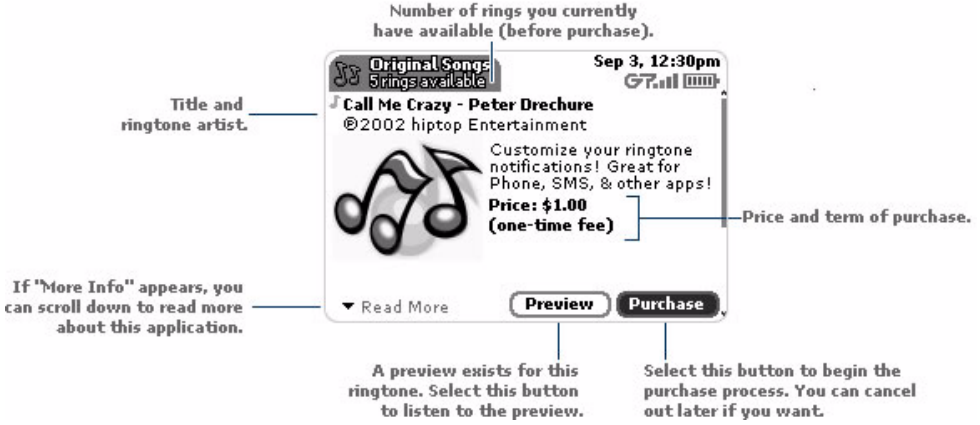
5 To purchase the item, select the **Purchase** button. This will launch you into a simple Purchase process. Read more in *Purchase an Item* on page 186.

6 To dismiss the Item Details screen, press **Back** ✕. You return to the current category's Browse Items screen.

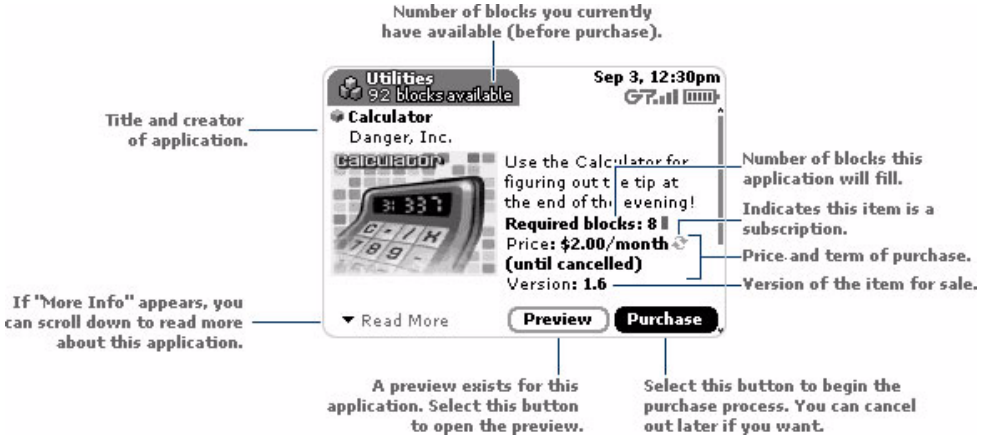
The Item Details Screens

Each item has a details screen that contains all the relevant purchase information. Details differ, depending on the type of item and the content provider. Ringtone and application items details screens are both illustrated below.

Ringtone Item Details



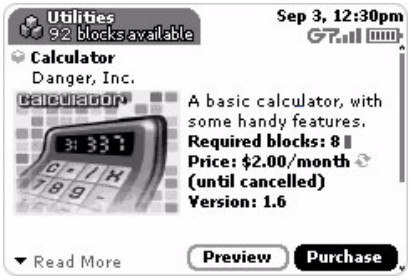
Application Item Details



Purchase an Item

If you want to purchase an item, first open its Item Details screen, then follow the on-screen instructions:

1. From the Jump screen, highlight the Catalog application and press the wheel to open the Category splash screen. Select the category that contains the item you want to purchase to open that category's Browse Items screen.
2. Highlight the folder containing the item of interest, then press the wheel to expand its contents. Select the item you want to purchase to open its Item Details screen. In this example we'll be purchasing the Calculator application:



3. Notice the following information about this item:
   - This application requires 8 blocks. You know you can fit this application on your device because the title bar tells you that you have 92 blocks available.
   - This application will cost you $2.00/month and will automatically renew each month; that is, you'll be charged $2.00/month for using the application until you explicitly cancel by discarding the application. Read more in *Discard Purchased Items* on page 190.
   - This item is at version level 1.6. (This may be relevant information should there be an upgrade available in the future.)
4. Read **More Info** on this item by scrolling down. Select the **Preview** button to advance through some screen shots of the application. From the preview screens you can select the **Purchase** button to start the Purchase process, or **Cancel** to return to the Item Details screen.
5. From either the preview screen or the Item Details screen, select the **Purchase** button. The Purchase Information screen appears:

6 Before you select **Purchase**, select the **View Purchase Terms** button to read the term of the sale. Some possible purchase terms are:

- One-time purchase (one-time fee)
- Monthly subscription (until cancelled)
- Upgrade to a one-time purchase (one-time fee)
- Upgrade to a monthly subscription (cancels previous version)

Return to the Purchase Information screen by selecting the **Back to Purchase** button. Note that by continuing with the purchase you agree to the end-user agreement. (You can find this agreement from the Jump screen menu > Settings > About Sidekick > Menu > View Agreement.) If you want to cancel the purchase process at this point and return to the Item Details screen, select **Cancel**.

7 On the Purchase Information screen, select **Purchase**. When your purchase has been processed, you will see the Thank You screen and information about the delivery.

Dismiss the screen by selecting **Done**.

8 If you have purchased a ringtone, your device will send you a notification once it has been downloaded. If you have purchased an application, as soon as the application has been downloaded, a dialog box will appear, asking you if you want to install and restart your device now, or later. Select **Install & Restart** if it's convenient:

If it's inconvenient to install now, select **Install Later**. Then, when you're ready to install, go to the Purchases screen and select the item. (Read more in *Application Installation* on page 188.)

9 **If you've downloaded a ringtone**, you can now assign that ringtone to a particular application ring, reminder, or alert from the applications' settings screens. From the ringtone selector, look in the folder named "Imported" for all your downloaded ringtones.

If you've downloaded an application, look for that application at the lower end of the Jump screen ring of applications, before your previously-downloaded applications.

Application Installation

If you have downloaded an application, that application must be installed (unlike ringtones, which are available for use as soon as they are downloaded). After an application downloads to your device, you will be asked if you want to install the application now or later. Since the device must restart after installation, you may want to install later. If you do choose later, when you're ready to install follow these instructions:

1 From the Jump screen, highlight the Catalog application and press the wheel. Scroll down to select **Purchases**.

2 From your Purchases screen, open the application's category folder, then select the application to open the Purchase Details screen for that item.

3 Select the **Install & Restart** button.

Your application will be ready to use as soon as your device restarts. If there has been an error in the installation process, the item will be notated with an ✖ on the View Purchases screen.

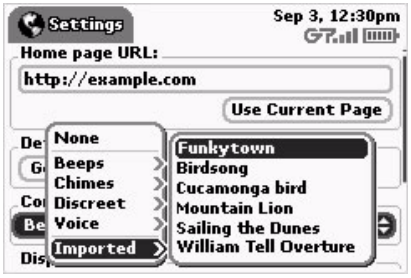
Assign Ringtones to Application Alerts and Notifications

Once you have downloaded a ringtone, you will be able to assign that ringtone to a particular application ring, reminder, or alert:

1 Open one of the applications for which you can set a ringtone (for example, Web Browser, Instant Messaging, Email, Phone, Phone Messages, Calendar, and individual contacts in Address Book).

2 Open the Settings screen in which you set ringtones.

3 Open the ringtone selector and look in the Imported folder:



4 Select the ringtone you want to assign and you're set!

View Your Purchases

To review what you have purchased, or to see the download/installation status of an item you have purchased, open the Browse Purchases screen:

1 From the Jump screen, highlight the Catalog application and press the wheel to open the Category splash screen.

2 Scroll down to select **Purchases** and open the Browse Purchases screen. The screen is organized into category groups (folders), like the Browse Items screens:

3 In the example above, you can see that the selected item (“Call Me Crazy”) has not been installed yet because it is shown in italic font and has the “transmitting” icon next to it. Once you have installed the item, it will no longer display in italic font and the “transmitting” icon will disappear.

4 Select any of the items in the lists to view more details:

Reorder Downloaded Applications on the Jump Screen

All the applications you purchase appear at the lower end of the application “ring” on the Jump screen. **Within this downloaded group of applications**, you can change the order in which they appear.

1 From the Jump screen, highlight the application you want to move.

2 Press **Menu** then select **Move Application...**.

3 Rotate the wheel up if you want to move the application up in position; rotate the wheel down to move the application down in position. When you’ve placed the application where you want it, press the wheel.

Note: If you cannot move the application any further up or down, then you’re at the upper or lower limit of the downloaded applications.

Discard Purchased Items

If you want or need to discard (permanently) any ringtones or applications from your device, then follow these instructions.

1. From the Jump screen, select the **Catalog**, then scroll down and select **Purchases**.
2. From the Purchases screen, open the folder containing the item you want to remove. (To open a folder, highlight the folder then press the wheel.)
3. Rotate the wheel to highlight the item you want to remove.
4. Press **Menu** then select **Discard** [⌫].
5. You will receive a dialog box, confirming that you want to remove the item. Select **Discard** to remove the item permanently, or **Cancel** to keep the item after all.

Note: You can also remove applications from the Jump screen. Highlight the application you want to remove, then press **Menu** and select **Discard...** [⌫].

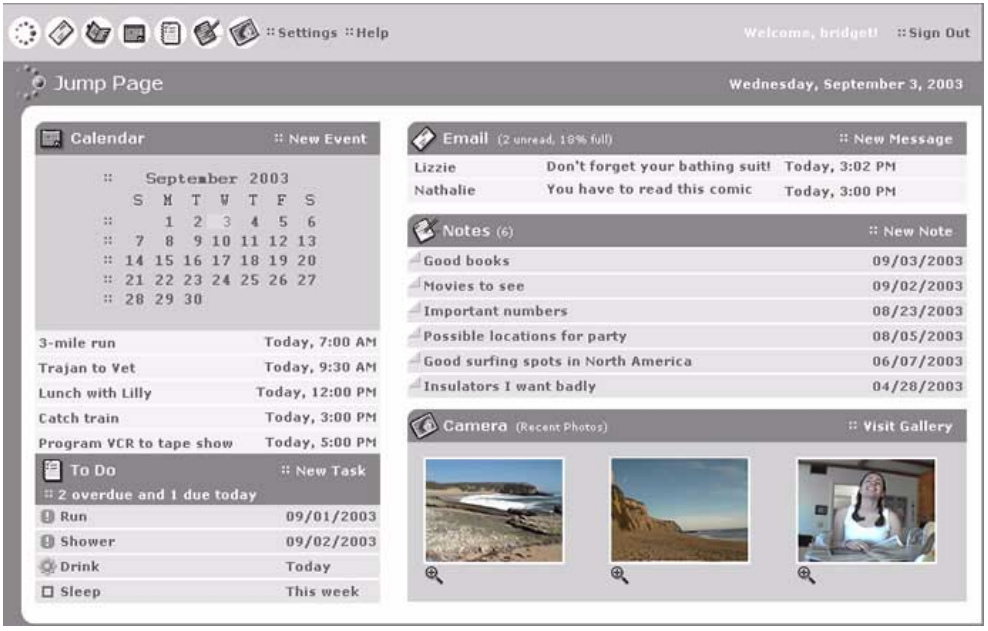
18. The Desktop Interface

All the personal data you store on your device in the Email, To Do, Calendar, Address Book, Notes, and Camera applications is also available for viewing or editing on the Web from any computer connected to the Internet. This is accomplished through wireless data synchronization, which means that no matter where you enter or receive personal information--on the device or the Web Desktop Interface--you'll be able to open that information in both places. Read more in this chapter:

- **Jump Page** on page 191
- **More About the Desktop Interface Applications** on page 192
- **Signing Out** on page 192

Jump Page

Follow the instructions in the "Start Guide" (included in the box) to sign in to the Desktop Interface. After you sign in, the page that opens is your "Jump page" and contains the most up-to-date information you have in the **Email**, **Notes**, **To Do**, **Calendar**, and **Camera** applications:



Like the "splash screens" on your device, the Jump page displays current information so you can quickly see if you have received any new emails, what events are coming up on your Calendar, tasks that need taking care of, your notes, and your recent three photos.

Go to any of the applications by clicking the icon in the top button bar:

More About the Desktop Interface Applications

You can read details on using all the applications on the Web in these chapters:

19. *Sending Email from the Web* on page 193
20. *Using Address Book on the Web* on page 207
21. *Using Calendar on the Web* on page 218
22. *Camera Gallery on the Web* on page 229
23. *Keeping a To Do List on the Web* on page 232
24. *Keeping Notes on the Web* on page 236
25. *Settings on the Web* on page 239

Signing Out

For security's sake, we recommend that you always click **Sign Out** when leaving the applications on the Web interface:

This ensures that no one else can read your information!

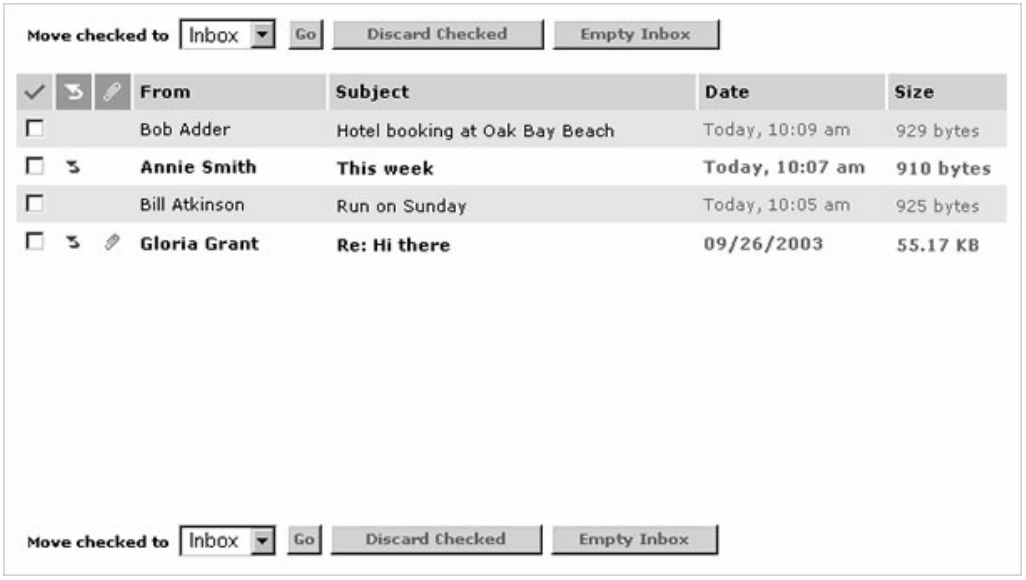
19. Sending Email from the Web

All the email messages you receive on your device are also viewable on the desktop Web interface. Read about how to use the Web Email application in this chapter:

- **Opening Email on the Web** on page 194
- **Your Inbox** on page 194
- **View Your Email** on page 195
- **Send a New Message** on page 196
- **Attach Photos and Files to a Message** on page 197
- **Web Email Settings** on page 198
- **Accounts** on page 203
- **Discard Email Messages** on page 206
- **Collect Mail from an External Account** on page 205
- **Move Messages to Folders** on page 206

Opening Email on the Web

First, open your Jump page by following the instructions provided in the “Start Guide”, included in the box with your device. From your Jump page, open the Email application by clicking on the button bar, or by clicking **Email** in the Email section of the Jump page. By default, your Inbox displays:



On the left side of the page you see the sidebar, which contains links to views into your email and actions you can take on your email:

Each action and view is described in the sections that follow.

Your Inbox

When you open Email, your Inbox is displayed by default. All messages in the Inbox are listed in chronological order, from most recent to oldest. For each message, the From, Subject, Date, and Size are listed. In addition, icons immediately to the left of the message tell you if you've replied to the message ( )or if the message has an attachment ( ). Unread messages are listed in **bold**.

You can do the following from your Inbox:

- Sort your email by any of the column headings in either ascending or descending order.
- Open an individual message by clicking either the From or Subject of the message.
- Discard email by checking the box to the left of the email, then clicking **Discard Checked**.
- Move the email message to a different folder by checking the box to the left of the message, then highlighting a folder in the **Move checked to** box at the top or bottom of the page and clicking **Go**.
- Empty all the messages in the folder by clicking **Empty Folder**.

View Your Email

Sort Email

You can sort your email list by any of the column headings: From, Subject, Date, or Size. By default, messages are sorted by date, in descending order, indicated by the down arrow next to the column heading: Date.

To change the sort arrangement, simply click the heading name on which you want to sort the email. To reverse the order to descending, simply click the heading name again. The arrow indicates whether the sort is ascending (new messages at bottom), or descending (new messages at top).

Note: If you change the sort order from the default (descending by date), after you leave the Email application and then return to it, the sort order will remain the way you last set it (i.e., the setting is "sticky").

Read an Email

1. From your Inbox (or another folder), click either the **From** or **Subject** of the message.

   You can also open a message directly from the Jump page by clicking the message's From, Subject, or Date.
2. Once you've read your message, you can take any of the following actions:
   - Reply to the message by clicking **Reply** or **Reply All**. This opens a New Message page, with the From and To fields automatically filled in.
   - Forward the message by clicking **Forward**. This opens a New Message page, with the forwarded message included. If the forwarded message contained any attachments, you can remove those you don't want to include in the forwarded message by first checking the attachment and then clicking the **Remove Checked** button.
   - Discard the message by clicking **Discard**.
   - Move the message to a different folder by highlighting a folder in the **Move to** box at the top or bottom of the page and clicking **Go**.
   - Add the sender to your Address Book by clicking **Add Contacts** after their email address in the From field.
   - Proceed to your next message by clicking **Next Message** at the top of the page; or go to the previous message by clicking **Previous Message** at the top of the page (these options will only appear if you have a next or previous message).
3. To close the message and return to your Inbox view, simply click the folder name in the Email sidebar.

Open an Attachment

You know a message has an attachment if there is a paper clip icon just to the left of the message ( ). All attachments are listed as links and display below the message body. Click the link to open or save the attachment.

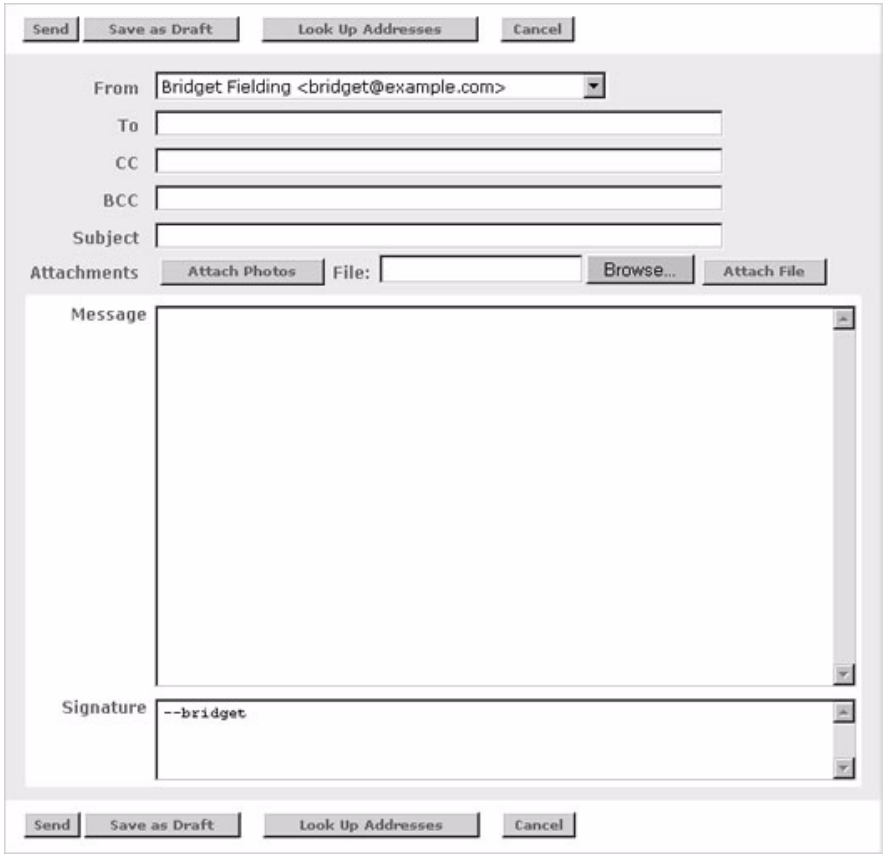
Graphic attachments of the following formats are displayed under the message body:

- .gif
- .jpg, .jpeg
- .png

Send a New Message

To compose and send a new email message, do the following.

1 Click the **New Message** link in the sidebar. The New Message page opens:



Note: If you are on the Jump page, you can open the New Message page directly by clicking **New Message** in the Email section of the page.

2 Compose your message.

- **From** field – If you have set up external accounts, select the address you want to use from the drop-down list in this field.
- **To** field – Type in the email address of the person to whom you are sending the message. Separate addresses with a comma (,). If you want to select from a list of your Address Book contacts, click the **Look Up Addresses** button and you'll be able to check off addresses from a list of all your contacts who have email addresses on file.
- **CC and BCC** fields – Optional fields.
- **Subject** field – Type your subject line; it can be up to 256 characters long.

- **Attach Photos** button – if you want to attach a photo from your Photo gallery to send as an attachment to the message, click this button to open your photos. Check the box(es) for the photo(s) you want to attach, then click **Send Checked**. You are returned to the New Message page, with the selected photos now attached.
- **Browse and Attach File** buttons - if you want to attach a file from your local desktop or laptop computer's hard drive, click the **Browse** button to open your local file selection dialog box. You can select up to 36 files (including photos), for no more than 2 MB. Click **Attach** once you've selected a file.
- **Message body** – Type your message; there are no limits to how long a message body can be.
- **Signature** – Edit or use the default signature. Signatures can be up to 320 characters and it is recommended that you limit yourself to four lines. Set your default signature on the Accounts page, as described in *Device Account* on page 203.

3 To **send** the message, click **Send**.

4 To **save** the message as a draft, click **Save as Draft**. You'll be returned to your Inbox. You can click Drafts in the sidebar at any time to complete and send the message, or discard it.

5 To **discard** the message, click **Cancel**. You'll be returned to your Inbox.

Attach Photos and Files to a Message

You can attach up to 36 files (including photos) to each new email message, not to exceed 2 MB. (Note that these limits do not apply to messages with attachments that you forward.) If you have selected the Email setting to **Save copies of outgoing messages in Sent folder**, then your attachments will be saved with the copy of your message.

Attach Gallery Photos to a Message

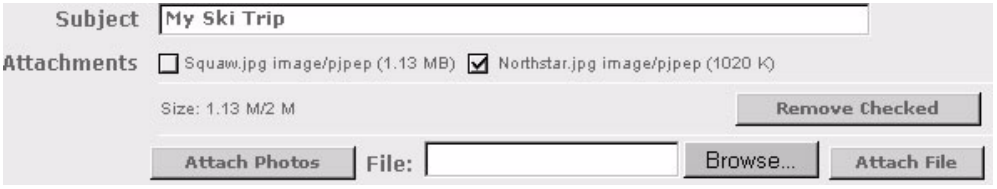
1 From the New Message page, just above the Message field, click **Attach Photos** button.

2 Your Photo Gallery appears. Check each photo you want to attach. (**Note**: If you want to attach a digital photo you've taken with a stand-alone camera, then follow the instructions in *Attach Files to a Message* on page 198.)

3 When finished selecting, click **Send Checked**.

4 Your New Message page reappears, with the photo name(s) listed in the **Attachments** field.

5 If you want to select more Photos, click **Attach Photos** to repeat the photo selection process. If you try to add more files than the space and number limits allow (36 files or 2 MB), you'll receive a message letting you know. Also, as you add attachments you'll be able to see, just below the **Attachments** field, how much space they take up:



6 From the New Message page, if you want to remove any of the attached photos, check the photo name(s) and then click **Remove Checked**.

7 When you've finished composing your message, click **Send**. If you change your mind and do not want to send the message, click **Cancel**.

Attach Files to a Message

1. From the New Message page, just above the Message field, click **Browse** button.
2. A standard dialog box appears, allowing you to navigate your local file system and select a file to send. With the file highlighted, select **Open**. The file name appears in the Browse box. Click **Attach**.
3. The filename(s) is now listed in the **Attachments** field in the New Message page and the total size of attachments.
4. If you want to select more files to send, click **Browse** to repeat the file selection process. If you try to add more files than the space and number limits allow (36 files or 2 MB), you'll receive a message letting you know. Also, as you add attachments, you'll be able to see, just below the **Attachments** field, how much space they take up (see illustration above).
5. From the New Message page, if you want to remove any of the attached files, check the filename(s) and then click **Remove Checked**.
6. When you've finished composing your message, click **Send**. If you change your mind and do not want to send the message, click **Cancel**.

Web Email Settings

There are four categories of email settings that you can configure on the Desktop Interface:

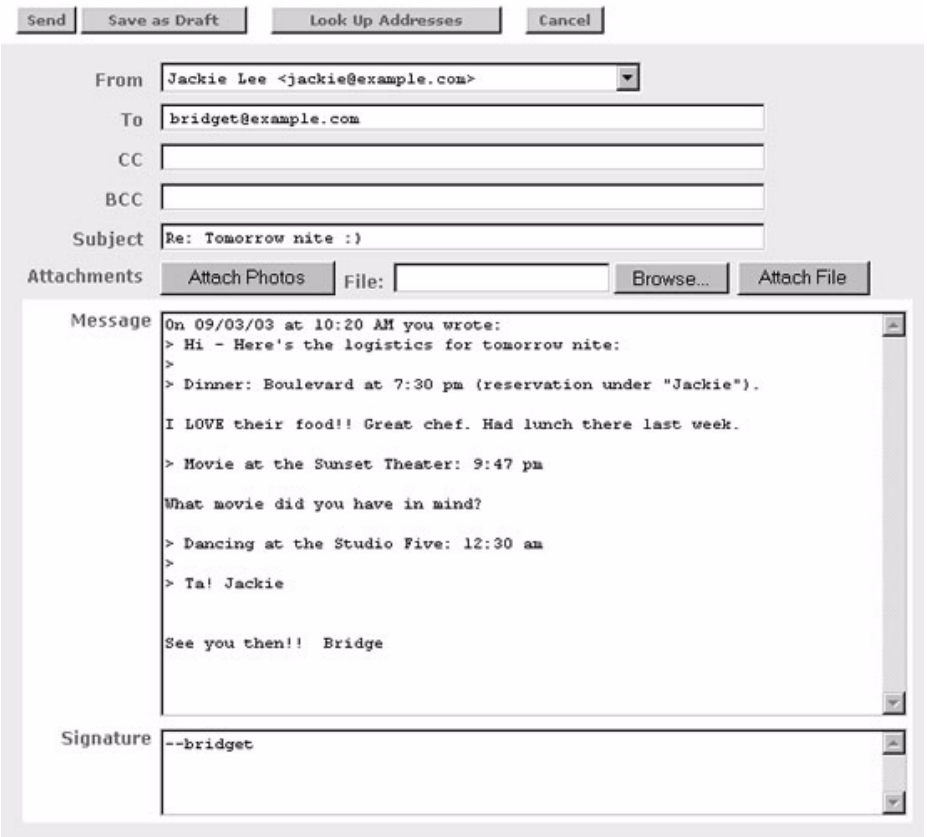
- **General** – In this section you can select to include the original message in any email message reply.
- **Message Management** – In this section you can specify whether or not you want a copy of sent email saved in your Sent folder, and select an option for managing your mailbox to avoid having incoming email bounced due to a full mailbox.
- **Attachments** – In this section you specify which attachments you want downloaded with your messages. This feature will help you manage your mailbox size.
- **Folders** – By default, the following 5 email folders are created for your Web email: Inbox, Trash, Saved, Drafts, and Sent. These folders are not editable, but you can create up to 50 folders that you can then edit or discard.

General Settings

To control whether the original email message is included in your reply:

1 Click **Settings and Folders** in the Email sidebar. This opens the Settings page; the General tab is selected by default.

2 Select the **Include original message in reply** check box if you want the original message to appear by default in the reply, set off with a greater-than sign (>). You can type your reply above the message, or interspersed, as shown below:



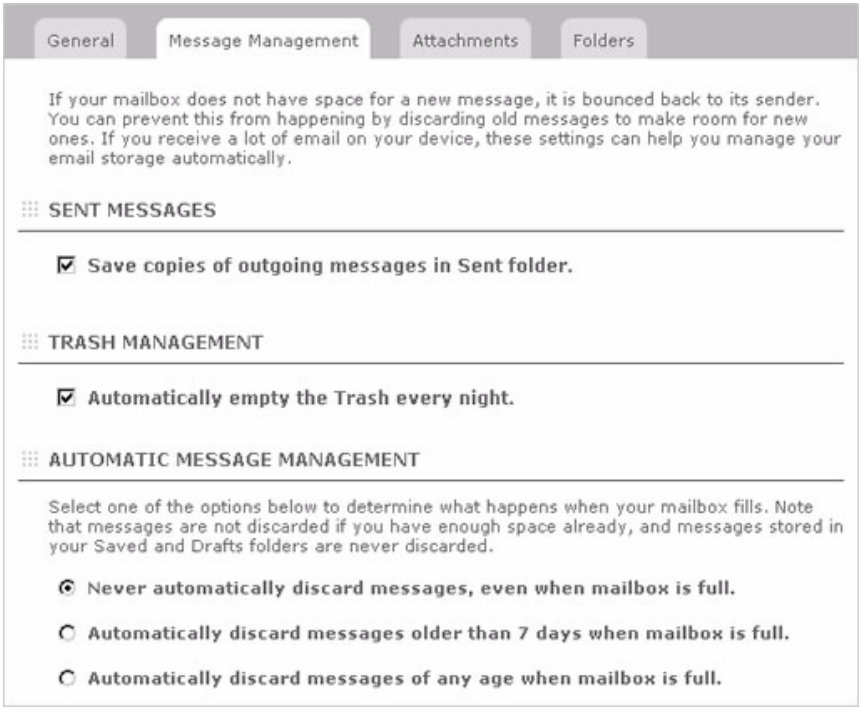
3 If you don't want the original message to appear in the reply, do not select the check box.

4 To save your setting, click **Save** before leaving the page.

Message Management

To control automatic saving of sent email messages:

1 Click **Settings and Folders** in the Email sidebar. This opens the Settings page; select the Message Management tab:



2 In the **Sent Messages** section, check the box if you want copies of your sent email saved to your Sent folder (the box is **not** checked by default).

If you do not want copies of your sent email saved, clear the check box.

3 Click **Save** at the bottom of the page.

To manage your messages:

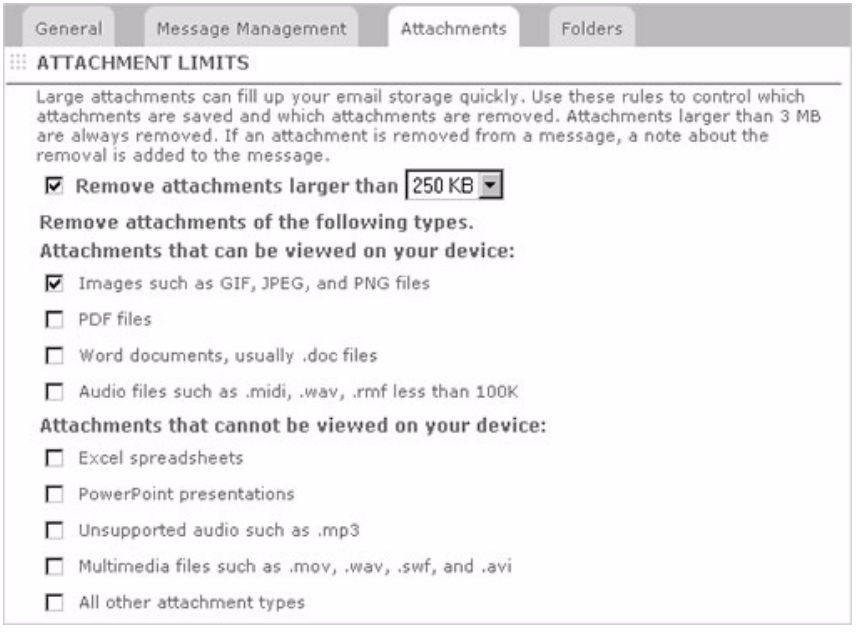
1 Click **Settings and Folders** in the Email sidebar.

2 Under the **Message Management** tab, in the **TRASH MANAGEMENT** section, check the **Automatically empty the Trash every night** box if you want your Trash to be emptied automatically every night no matter how full your mailbox is.

3 Under the **Message Management** tab, in the **AUTOMATIC MESSAGE MANAGEMENT** section, select one of the following options:
   - **Never automatically discard messages, even when mailbox is full**. Selecting this option means that you will manually manage your messages. This option is selected by default.
   - **Automatically discard messages older than 7 days when mailbox is full**. Selecting this option means that if there is no room for an incoming message, messages older than seven days in all your folders (except Saved and Drafts folders) will be automatically deleted (*not* moved to Trash first).
   - **Automatically discard messages of any age when mailbox is full.** Selecting this option means messages of any age will be discarded to make room for new messages. “Read” messages are discarded before “unread” messages.
4 Click **Save** at the bottom of the page.

Attachments

From this page you control the size and type of attachments that are downloaded with messages:



Folders

You can create up to 50 folders, in addition to the 5 system folders (Inbox, Saved, Drafts, Sent, and Trash).

To add an email folder:

1. Click **Settings and Folders** in the Email sidebar to open the Settings page.
2. Select the Folders tab. This opens the Folders page, where all current folders are listed, along with the number of messages in each folder and the folder size.
3. To add a new folder, click **Add Folder** in the lower-right corner of the page. In the box provided, type the name of the new folder. Note that spaces and underscores are allowed in folder names, but punctuation is not.
4. Click **Add the Folder**. You're returned to the Folders page, where the folder you just created is now shown.
5. Click **Save** at the bottom of the page.

To edit an existing email folder:

1. Click **Settings and Folders** in the Email sidebar to open the Settings page, then select the Folders tab.
2. The names of editable folders are displayed in editable text boxes. Make whatever changes you wish to the folder names, then click **Save Changes**. To discard your edits, click **Cancel**.
3. Click **Save** at the bottom of the page.

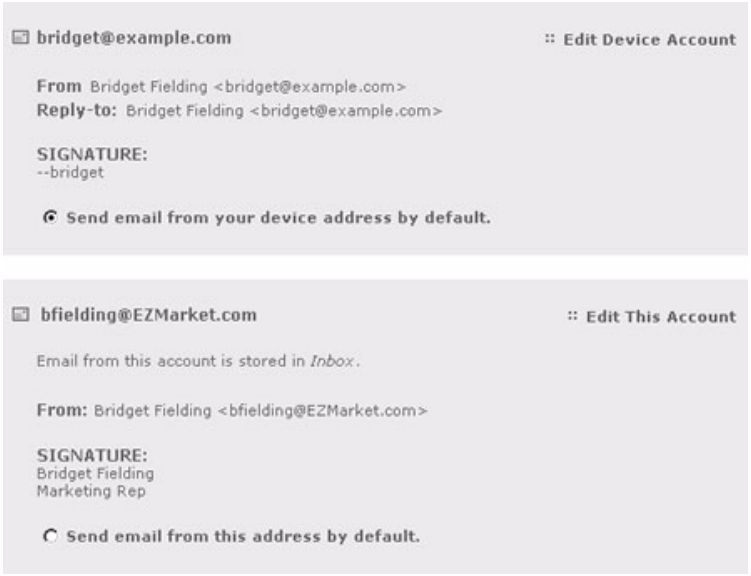
To discard an email folder:

1. Click **Settings and Folders** in the Email sidebar to open the Settings page, then select the Folders tab.
2. Click **Discard** opposite the folder you want to delete. A warning page appears, informing you that all emails in the folder will be deleted along with the folder.
3. To complete the discard, click **Discard**. You are returned to the Folders page; the discarded folder no longer appears.

   If you decide to keep the folder and the messages, click **Cancel**.
4. Click **Save** at the bottom of the page.

Accounts

Click **Accounts** from the sidebar to open the Accounts page. From this page you can set up preferences for your device email account, as well as add up to three external email (POP or IMAP) accounts:



Primary Account

If you have one or more external accounts set up (as in the illustration above), then you specify your “primary” account from this page. This will be the account that you send email from by default (you can always manually change the From field in a new email message).

In the example above, the device email is the primary account because the option **Send mail from your device address by default** is selected. To change your primary account to an external account, simply select the **Send mail from this address by default** option for that account, then click **Save**.

Device Account

For your device account, you can edit the following information by clicking **Edit Device Account**.

- **From address** – the email address that want to appear in the From field on mail sent through this account
- **From Name** – your name as you want it to appear on mail sent through this account
- **Reply-to address** – the address to which replies will be sent
- **Reply-to name** – the name displayed for the reply-to address
- **Signature** – limit to 320 characters or less; four lines max recommended

External Accounts

The Accounts screen is where you set up external email accounts from which email can be retrieved. You can specify up to three accounts.

To add an account:

1 Click **Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **New Account** in the lower-right corner of the page. The New Account page opens:

3 Type your username in the box provided.

4 Type your email server name. If you do not know the server name, you can obtain this information from the email service provider. Also, refer to *Add an External Account* on page 111 for more information.

5 From the drop-down menu, select the protocol used by your email server. Keep the selection on **Auto-detect** if you don't know which one to pick.

6 Fill in the email server Port; leave as 110 unless you know it is different.

7 Type your email password.

8 If you want the email to be removed from the mail server as it's collected and sent to your device, check the **Remove mail from server as it is collected** box. By default, email retrieved from a mail server will remain on the server.

9 Select the folder you want mail from this server to be delivered to; Inbox is selected by default.

10 If you want mail collected from this account, leave the **Collect email from this account** box checked. If you don't want mail collected, click the check box to clear it.

11 When the form is complete, click **More Options**.

12 Complete the signature and name information:

- From address – The email address that want to appear in the From field on messages sent through this account.
- From Name – Your name as you want it to appear on messages sent through this account.
- Reply-to address – The address to which replies will be sent.
- Reply-to name – The name displayed for the reply-to address.
- Signature – Limit to 256 characters or less; four lines max recommended.
- Copy Outgoing Messages option – All messages you send from this account can be CC'd or BCC'd to an email address you specify.

13 Click **Save** when the page is complete. You're returned to the Accounts page, with the new account listed.

14 Before your account is completely set up, the email account will be verified. If there is a problem with the account information you provided, an error message will appear at the top of the Accounts page. Click **Edit this account** to try to fix the error or to delete the account.

To edit an email account:

1 Click **Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **Edit this Account** opposite the account you want to edit. Your account information appears in an editable form.

3 Make edits as you wish, then click **Save**.

To delete an email account:

1 Click **Accounts** in the Email sidebar. This opens the Accounts page.

2 Click **Edit this Account** opposite the account you want to discard. Your account information appears in an editable form.

3 Click **Discard**.

Collect Mail from an External Account

Email from any accounts you have set up is fetched on a regular basis. You can also start a non-scheduled check of your account email by doing the following:

1 Click **Fetch Email** in the Email sidebar.

2 Email messages from your accounts are collected and filed in the folder specified in the account information.

Move Messages to Folders

You can move messages around within folders by doing the following:

1. Open the folder the message is currently in, then check the box opposite the message. You can check as many messages as you wish.
2. Open the **Move checked to** list box in the upper or lower-right corner. All folders (*except* for the Drafts and Sent folders) are shown in the list.
3. Highlight the folder into which you want to move the message. Then click **Go**.

Discard Email Messages

To discard an email message:

1. Open the folder where the message is located, then check the box opposite the message you want to discard. Open the message if you wish.
2. Click **Discard Message**. The message is moved to the Trash folder.
3. To retrieve your discarded message, click **Trash** in the Email sidebar. Check the box opposite the message you want to retrieve, then highlight a folder from the **Move checked to** box and click **Go**. This will move the message back to the selected folder.

To empty all messages from a particular folder, select the folder in the sidebar, then click **Empty Folder** at the top or bottom of the page.

To empty all messages from the Trash, click **Empty Trash** in the Email sidebar. You'll be asked to confirm your action since the messages will be permanently deleted. Click **Empty Folder** to proceed, or click **Cancel** to return to the Trash folder.

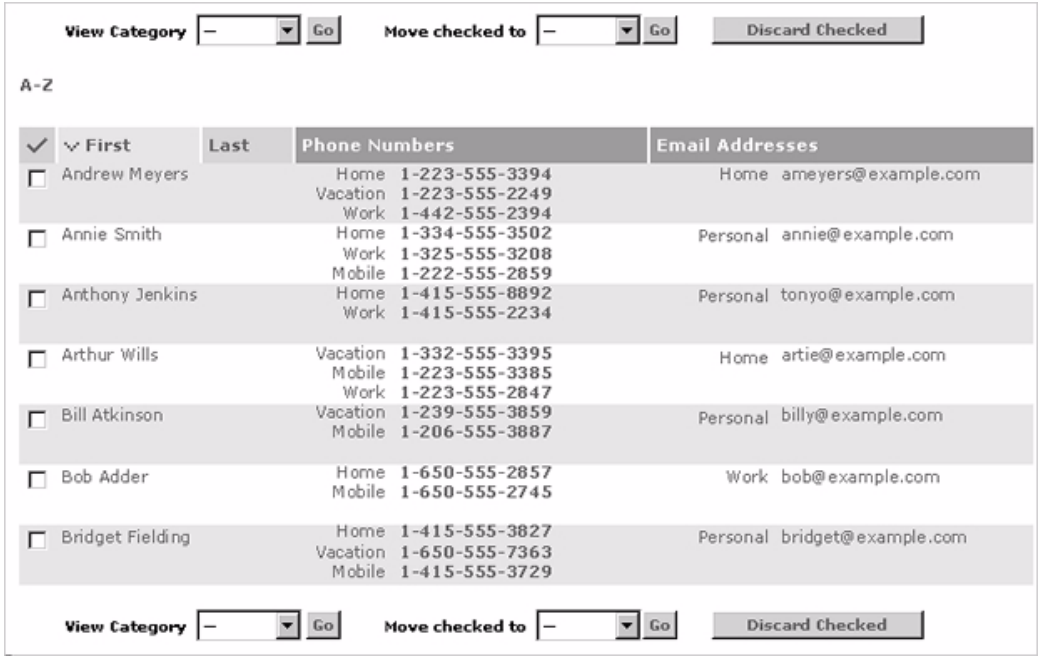
20. Using Address Book on the Web

You'll want to add all the people you know to your Address Book on the Web. From the Web you can not only add and edit contact information, you can import contacts from other desktop applications. Read about how to use Address Book on the Web in this chapter:

- **Opening Address Book on the Web** on page 207
- **Browse Contacts** on page 208
- **How Many Contacts Can I Store?** on page 208
- **Browse Contacts Page** on page 208
- **Address Book Settings** on page 209
- **Add a Contact** on page 212
- **Edit a Contact** on page 214
- **Discard/Retrieve a Contact** on page 215
- **Import Contacts** on page 216
- **Communicate with a Contact** on page 217
- **Empty the Trash** on page 217

Opening Address Book on the Web

First, open your Jump page by following the instructions provided in the "Start Guide", included in the box with your device. Open your Address Book by clicking on the Jump page button bar. By default, the Browse Contacts view is displayed; all contacts are listed in alphabetical order, with their phone numbers and email addresses:



Your Web Address Book is always synchronized with the Address Book on your device.

Browse Contacts

The Browse Contacts page lists a view of your contacts on the right side of the page, as shown in the illustration above.

On the left side of the page you see the sidebar, which includes links for **New Contact**, **Browse Contacts** (the current selection), **Trash**, **Empty Trash**, **Import**, and **Settings**:

How Many Contacts Can I Store?

You can store **2000 contacts (on color devices) or 1000 contacts (on grayscale devices)** in your Address Book. For each contact you can keep these categories of information:

- Ten **Phone** numbers
- Five **Email** addresses
- Three **Web** addresses (URLs)
- Three **Street** addresses
- One **Note**

Browse Contacts Page

The Browse Contacts page contains a summary view of your contacts. You can set how you view these contacts by specifying sort criteria and order, and you can also show subsets of your contacts by applying a filter based on category. Read this section for detailed information.

Sort Contacts

By default, contacts are sorted in alphabetical order by Last name. You can choose to sort your contacts in ascending (A to Z) or descending (Z to A) order by first or last name.

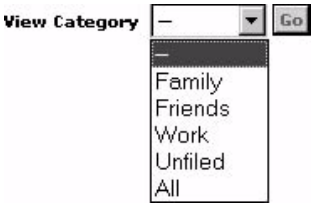
Note the arrow at the top of the First (name) column (First). This arrow acts as a toggle switch; if it is pointing down, it means the list is sorted in descending order, and clicking it will cause the list to be resorted in ascending order (arrow pointing up). Clicking it again would resort the list in descending order.

If you decide to sort by last name, click the Last (name) column heading. The page will refresh, with the Last (name) column now in first position, the First (name) column in second position, and the contacts sorted alphabetically by last name.

Filter Contacts

You can specify to show “All” your contacts on this page or just one category of contacts. Read more about categories in *Create, Edit, and Discard Categories* on page 209.

1 Highlight a category from the **View Category** list box:



2 Click **Go** to the right of the box. The page will refresh, and only contacts that are assigned to that category will be displayed.

Address Book Settings

The Address Book Settings page allows you to customize your contact information by creating categories and labels. In addition, the Settings page gives you the option of easily removing all your contacts.

Create, Edit, and Discard Categories

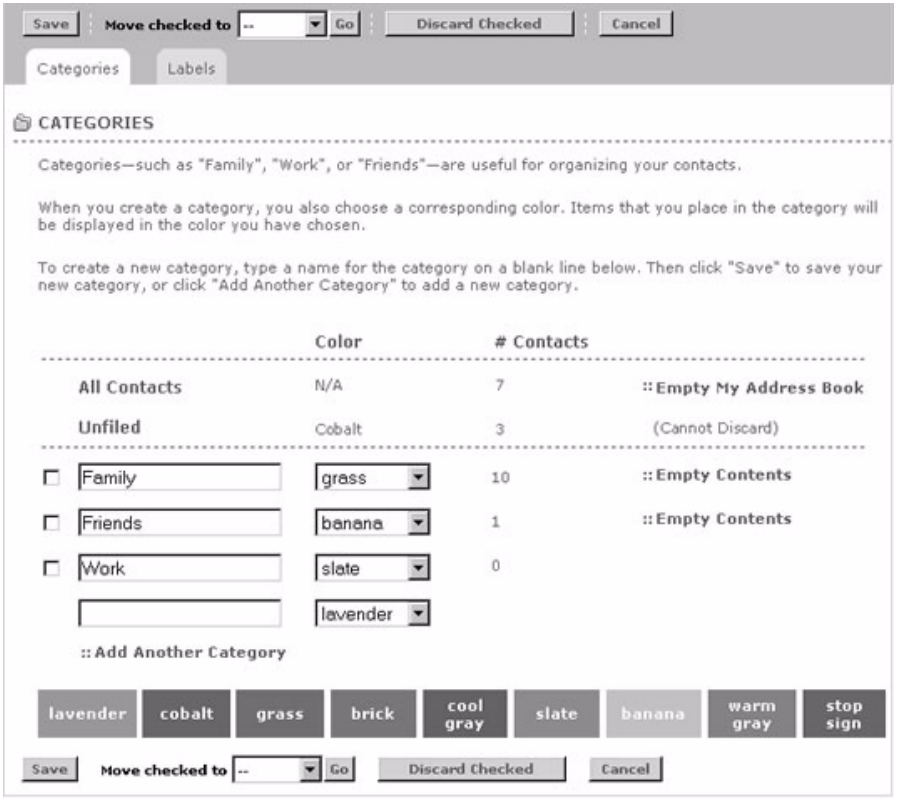
All your Address Book contacts are stored in categories. By default, your Address Book contains these categories:

- Work
- Family
- Friends

You can edit the names of these categories as well as create new ones, up to 10 total.

To create a new category:

1 In the Address Book sidebar, click **Settings**; the Settings page appears. The page has two tabs across the top: Categories and Labels. Categories is selected by default:



2 In the blank box at the bottom of the list of categories, type the name of your new category, and select a color from the pop-up menu (if you do not wish to use the assigned color). Remember, categories describe a group of contacts; for example, you might have a number of medical doctors you want to group into a category named “MDs”.

3 If you have more categories to add, click **Add Another Category** and another empty box will appear.

4 When finished adding categories, click **Save**. The page refreshes, and your new categories are included in the list in alphabetical order. A new blank box is added at the bottom in case you want to add another category.

5 You will now be able to assign contacts to this new category, as well as use it to filter messages.

To edit an existing category:

1 In the Address Book sidebar, click **Settings**; the Settings page appears, with Categories selected by default.

2 All categories appear in editable text boxes; edit the category you want to change, then click **Save** at the bottom of the page.

To discard a category:

1 In the Address Book sidebar, click **Settings**; the Settings page appears, with Categories selected by default.

2 Select the check box next to the category you want to discard, then click the **Discard Checked** button. The category is permanently discarded; any contacts assigned to the category are also permanently discarded.

3 Click **Save**.

Create, Edit, and Discard Labels

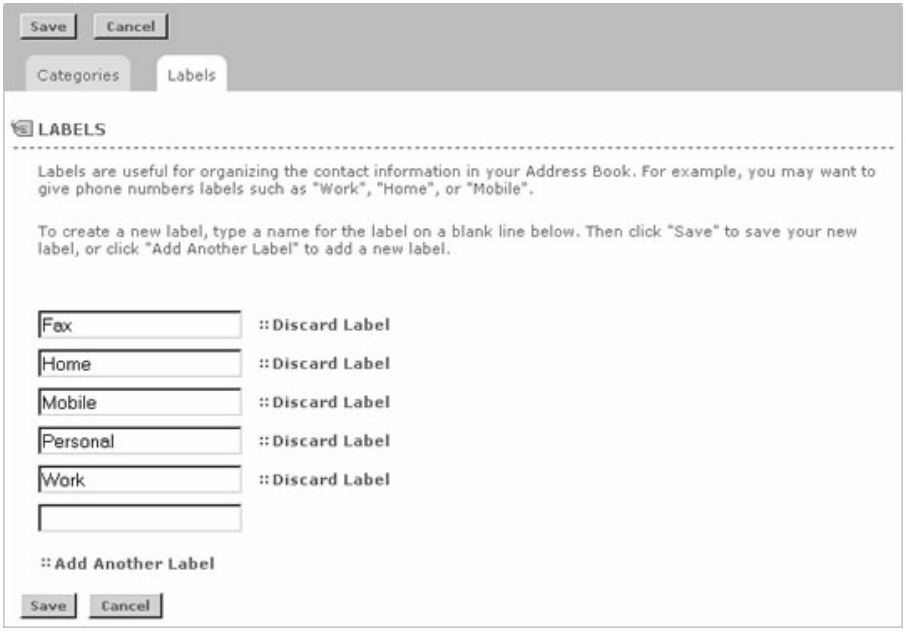
All pieces of information you store about an individual contact are described using “labels”. For example, you might have two phone numbers for a contact, one of which is labeled “Home” and the other “Work”. By default, the Address Book includes the following labels:

- Home
- Work
- Mobile
- Fax
- Personal

You can edit the names of these labels and create new ones, up to 10 total.

To add a label:

1 In the Address Book sidebar, click **Settings**; then click the **Labels** tab at the top of the page to open the Labels page:



2 In the blank box at the bottom of the list of labels, type the name of your new label.

3 If you have more labels to add, click **Add Another Label** and another empty box will appear.

4 When finished adding labels, click **Save**. The page refreshes, and your new labels are included in the list in alphabetical order. A new blank box is added at the bottom in case you want to add another label.

5 After saving, you will be able to assign contact information to this new label, as well as view it on the Browse Contacts page describing the contact information displayed.

To edit an existing label:

1 In the Address Book sidebar, click **Settings**; then click the **Labels** tab at the top of the page to open the Labels page.

2 Edit the label as you wish, then click **Save**.

To discard a label:

1 In the Address Book sidebar, click **Settings**; then click the **Labels** tab at the top of the page to open the Labels page.

2 Click **Discard Label** to the right of the label you want to delete. The label's text box is cleared.

3 Click **Save**.

Manage Contacts

If you want to clear your Address Book of all contacts in one action, do the following:

1 In the Address Book sidebar, click **Settings**; then click the **Categories** tab at the top of the page.

2 This page tells you how many contacts you've stored. To discard them all, click **Empty My Address Book**. To empty the contacts in a particular category, click **Empty Contents** in the category row.

3 You will be asked to confirm your discard and warned that proceeding will permanently discard all contacts from your Address Book; they will not be moved to Trash. To continue, click **Discard**. If you change your mind, click **Cancel**.

If you want to move all the contacts in one category into another, do the following:

1 In the Address Book sidebar, click **Settings**; then click the **Categories** tab at the top of the page.

2 Select the check box next to the category of contacts you want to move.

3 From the **Move checked to** drop-down list, select the category to which you want to move the contacts, then click **Go**.

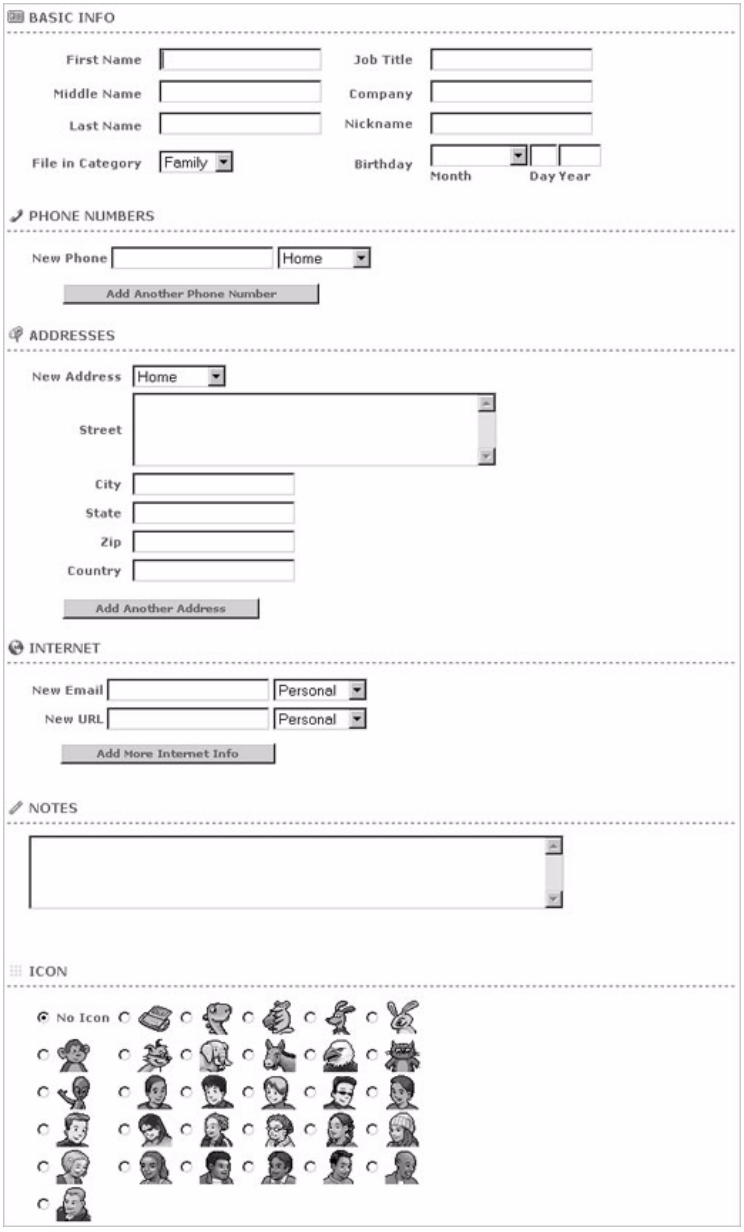
4 Click **Save**.

Add a Contact

You can add a contact to your Address Book by starting from scratch, or by duplicating an existing contact's information, then editing it. Both methods are described below.

Add a New Contact from Scratch

1 On the Address Book sidebar, click **New Contact**. The New Contact Summary page opens:



2 The New Contact Summary page is divided into the following sections:
   - Basic Information – includes the contact's name, employment information, nickname, birthday, and the category of the contact
   - Phone Numbers
   - Addresses
   - Internet – includes email addresses and URLs
   - Notes
   - Icon

   You can fill in as much of the information as you wish, including multiple addresses, phone numbers, and Internet addresses. You must, however, add at least a first name, last name, company name, email address, or phone number to establish a contact.
3 When you've completed the form, click **Save**. The page will refresh, and the new contact information will be displayed.
4 If you wish to add any other information to the contact, click **Edit**, then click the tab that corresponds to the type of information you wish to add or edit.

Create a New Contact by Duplicating an Existing Contact

1 From the Browse Contacts page, select the contact whose information you want to duplicate. The contact's information displays.
2 Click **Copy** at the top or bottom of the page. An editable form of the contact's information will appear; the page is labeled "Copying <Contact Name>".
3 Edit the information to create your new contact, then click **Save**.

   Note: If you save this contact information without making any change, you will have duplicate entries for this contact.

Edit a Contact

To edit an existing contact, do the following:

1 From the Browse Contacts page, click the contact's name. The contact's information displays.
2 Click **Edit** at the top or bottom of the page. The contact's Summary information page is displayed in an editable form.
3 Edit information as you wish.
4 Click **Save** when you've made all your changes, or click **Cancel** to discard your changes and return to your last Browse Contacts view.

Discard/Retrieve a Contact

To remove an existing contact from your Address Book:

1. From the Browse Contacts page, click the contact's name. The contact's information displays.
2. Click **Discard** at the top or bottom of the page. The contact is moved to the Trash without a verification prompt.
3. You can also remove a contact from the Browse Contacts page by checking the box for the contact, then clicking **Discard Checked**.

To retrieve a discarded contact:

1. Click **Trash** in the sidebar. The list of discarded contacts displays.
2. Check the box to the left of the contact you wish to retrieve from the Trash.
3. From the **Move checked to** drop-down list, select the category you want to move the contact to, then click **Go**. The contact is restored, and assigned to the selected category.

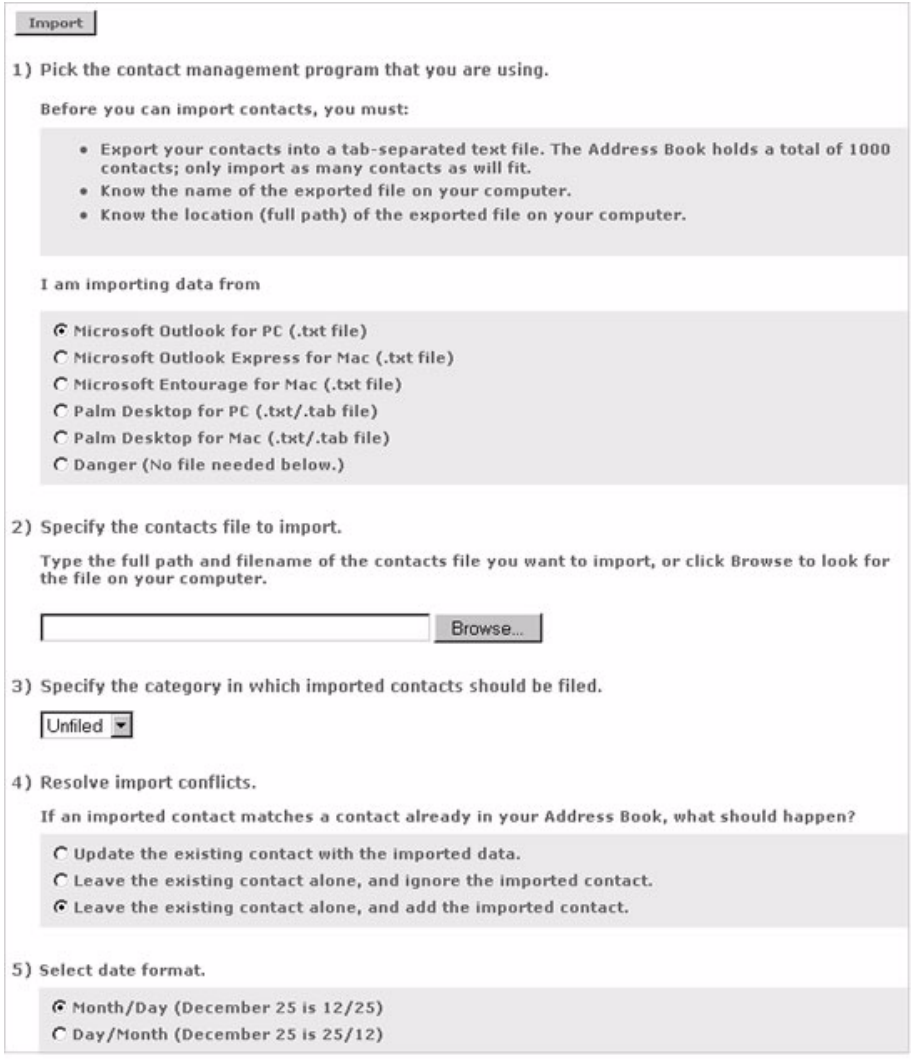
To remove all contacts:

For instructions, read *Manage Contacts* on page 212.

Import Contacts

You can import contact information from other programs into your Address Book. Note that you must first save that contact information in the form of a flat, tab-delimited file.

1 Click **Import** in the sidebar. The Import page opens. This page includes step-by-step instructions for completing the import process:



2 Complete the form as instructed on the page, then click **Import**.

Communicate with a Contact

Using stored contact information, you can quickly communicate with a contact by Email:

1. From the Browse Contacts page, click the email address of the contact with whom you wish to communicate. The Email application opens, with the New Message page displayed. The **To** field is automatically filled in with the contact's Email address.
2. Complete the message form, then click **Send**. You can also choose to **Save as Draft**, or to discard the message by clicking **Cancel**.
3. Once you take action on the message, your Email Inbox opens. You are not returned to the Address Book.

Empty the Trash

All discarded contacts are moved to the Trash category. You should periodically remove items from Trash by doing the following:

1. From the Browse Contacts page, click **Trash** in the sidebar. The contacts in the Trash appear.
2. Click **Empty Trash** at the top or bottom of the page. You'll be asked to confirm your action since the contacts will be permanently discarded. Click **OK** to proceed, or click **Cancel** to return to the Trash.

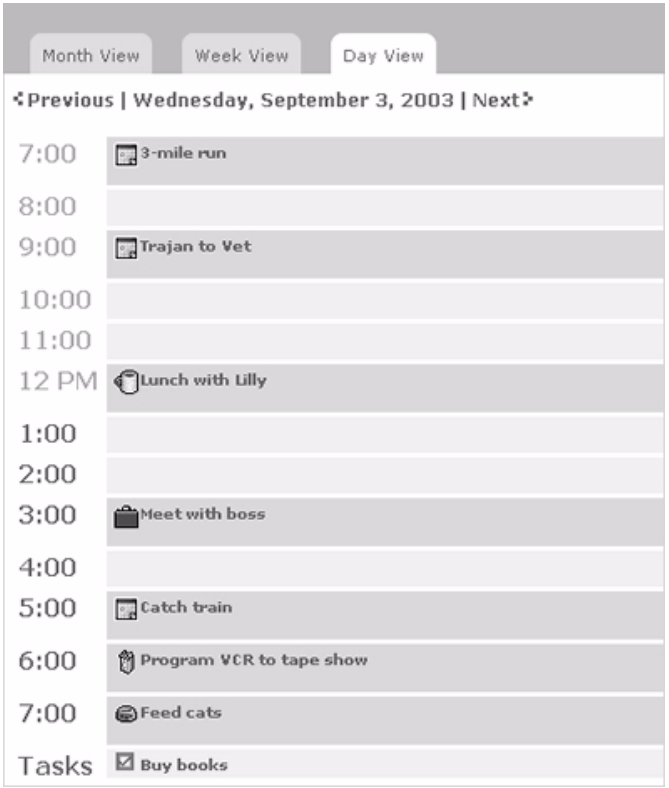
21. Using Calendar on the Web

You can view the schedule you created on your device while you're at your desktop computer! Not only can you create, edit, and discard events from the Web interface, you can import Calendar events from popular desktop applications. Learn all about Calendar on the Web by reading the topics in this chapter:

- **Opening Calendar on the Web** on page 218
- **Settings** on page 220
- **View Events** on page 221
- **Add an Event** on page 223
- **Edit an Event** on page 226
- **Discard an Event** on page 227
- **Manage Your Trash** on page 227
- **Import Contacts** on page 228
- **Manage Events** on page 221

Opening Calendar on the Web

First, open your Jump page by following the instructions provided in the "Start Guide", included in the box with your device. Open the Calendar application by clicking on your Jump page button bar, or by clicking the Calendar icon in the Calendar section of the Jump page. The Day View opens by default, with the current day displayed:



On the left side of the page you see the sidebar:

In addition to links to the various Calendar pages, you'll see the current and next month displayed. To go to the Day view for any day in these two months, click the day.

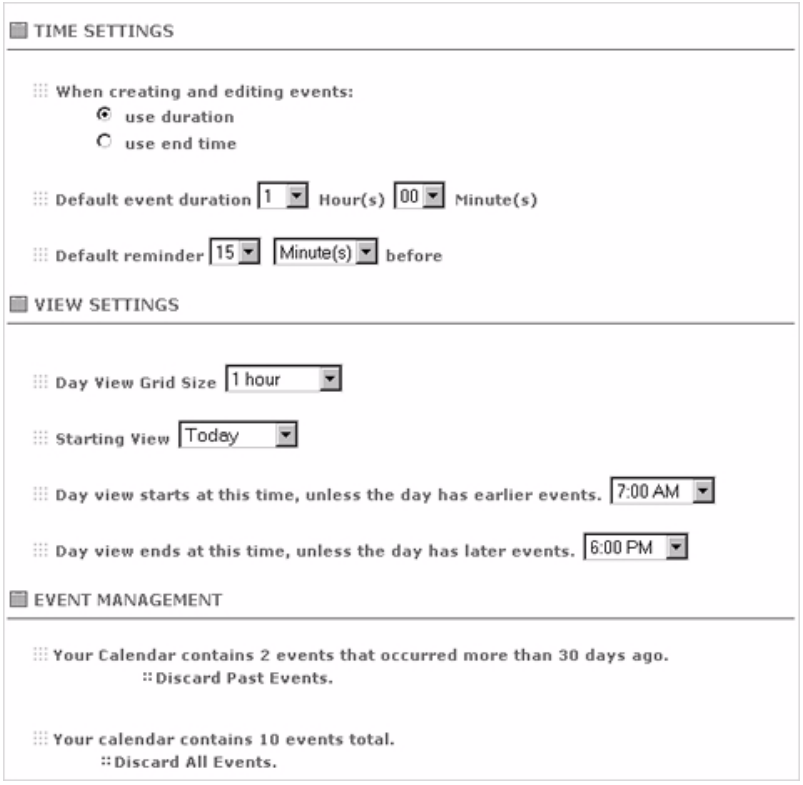
Your Web Calendar is always synchronized with the Calendar on your device.

Settings

The Settings page contains the following sections:

- **Time Settings** - Define default settings for how you view and set up new events.
- **View Settings** - Customize the Calendar views
- **Manage Events** - Discard multiple events easily.

To open the Settings page, click **Settings** in the Calendar sidebar:



Time Settings

1 When creating events, decide between the following two options when setting the event schedule:
   - **Use duration** - If selected, the New Event page will ask you to specify an event start time and duration rather than a start time and end time.
   - **Use end time** - If selected, the New Event page will ask you to specify an event start and end time rather than a start time and duration.
2 **Default Event Duration** - Set the default event duration by selecting hours and minutes from the drop-down menus.

3 **Default Reminder** - Set the default reminder time by selecting from the drop-down menus.

View Settings

1 **Day View Grid Size** - Set the increment in which time is displayed in the day view by selecting a value from the drop-down list.
2 **Starting View** - Determine the view in which your Calendar will open when selected from the Jump page.
3 **Day view start time... -** Set the time at which the day view will start unless there are earlier events scheduled.
4 **Day view end time...** - Set the time at which the day view will end unless there are later events scheduled.
5 To save any change you make to your settings, click **Save**.

Manage Events

If you want to clean up your Calendar, but don't want to have to discard events one by one, you can do so from the Manage Events section of the Settings page. You may want to use this feature if you are preparing to import events from another program and want to remove all events first. Or, you might have a large number of events that are more than a month in the past that you would like to remove. Using the options under Manage Events, you can easily accomplish this.

1 To discard all events older than 30 days, click the **Discard Past Events** link. You will be asked to confirm the discard because the events will be permanently discarded, not moved to Trash. Click **Discard** to continue, or click **Cancel** to return to the Manage Events page.
2 To discard all your events, regardless of how old they are, click the **Discard All Events** link. You will be asked to confirm the discard because the events will be permanently discarded, not moved to Trash. Click **Discard** to continue, or click **Cancel** to return to Managing Events.
3 To save any change you make to your settings, click **Save**.

View Events

You can view your events in Day, Week, or Month view. Each view is described below.

Week View

In the Week view, you see all events for a single selected week. For each event, you see the start and end time, and the title of the event in the hour time block in which the event begins. If events overlap, they are shown consecutively.

From within the Week view, you can move around your Calendar as follows:

- back one week by clicking **Previous** at the top of the page
- forward one week by clicking **Next** at the top of the page
- to a specific day in the current or next month by selecting the day in the month calendars displayed in the sidebar
- to the Day view for a specific day in the week currently being viewed by clicking the day at the top of the Week view
- to the current day by either clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking **Go** opposite the Month/Day/Year box at the bottom of the sidebar.

At the bottom of the Week view, all tasks you've entered in the To Do application that are due on the displayed day (but not yet completed) will be listed. You can mark a task as completed by clicking the check box. Also, you can open the Task Information page by clicking the task name. On that page, you can mark a task as completed by clicking **Mark Completed**.

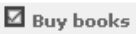
Day View

In the Day view, you can see all events for a single selected day. For each event, you see:

- title of the event
- event's icon (if you assigned an icon)

From within the Day view, you can move around your calendar as follows:

- back one day by clicking **Previous** at the top of the view
- forward one day by clicking **Next** at the top of the view
- to the current day either by clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking **Go** opposite the Month/Day/Year box at the bottom of the sidebar

At the bottom of the Day view, all tasks you've entered in the To Do application that are due on that day (but not yet completed) will be listed. You can mark a task as completed by clicking the check box 

. Also, you can open the Task Information page by clicking the task name. On that page, you can mark a task as completed by clicking **Mark Completed**.

Month View

In the Month view, you can see all events for a single selected month. For each event, you see:

- title of the event
- start time of the event

From within the Month view, you can move around your Calendar as follows:

- back one month by clicking **Previous** at the top of the view
- forward one month by clicking **Next** at the top of the view
- to the Day view for a specific day in the previous, next, or current month by clicking the date in the Month view or in the month calendars displayed in the sidebar.
- to the current day by either clicking the day in the month calendar in the sidebar (the current day is highlighted) or by clicking **Go** opposite the Month/Day/Year box at the bottom of the sidebar

When you are viewing the month that contains the current day, it's highlighted to make it easily identifiable.

View an Event

You can select and view an event's details from any of the views by clicking the event name. This opens the Event Details page, where the following information is displayed:

If you want to edit the event, click **Edit** to open the event in an editable form.

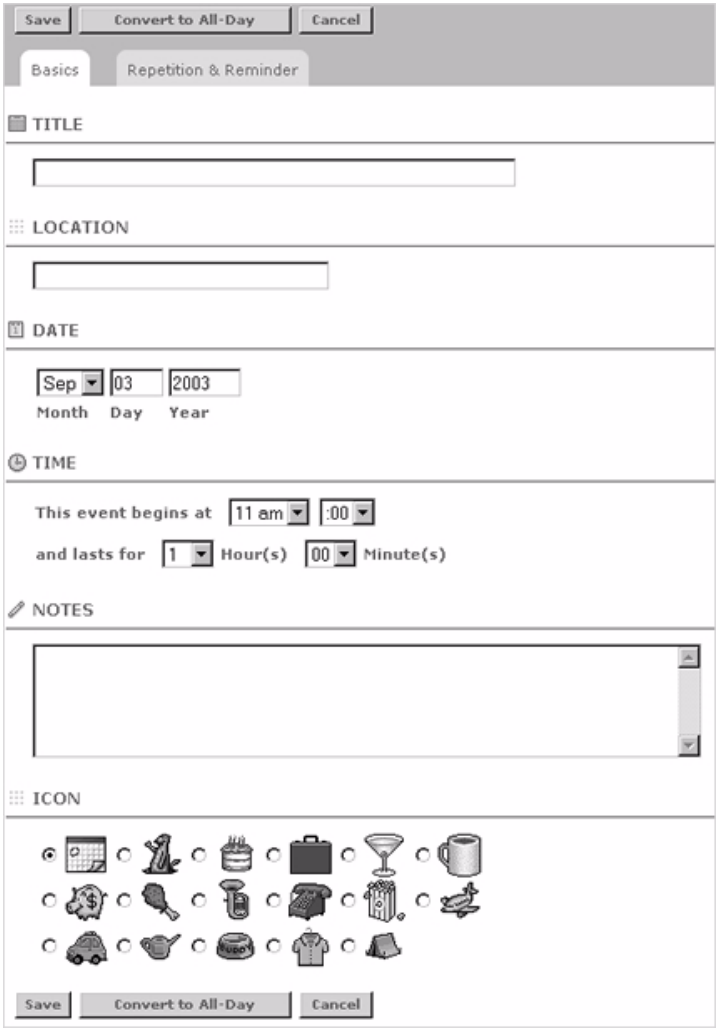
Add an Event

From the Calendar sidebar, click **New Event**. This opens the New Event page.

Tip: From the Daily and Week views, you can quickly open the New Event page by clicking the time slot in which you want to add the event.

Event information is divided into two categories: Basics and Reminder & Repetition. The Basics tab is selected by default.

Complete Basic Information



1 In the **TITLE** box, type in a short, descriptive name for the event. If you don't, you'll be prompted to add a title.

2 In the **DATE** box, select the date for the event. By default, the current day is selected.

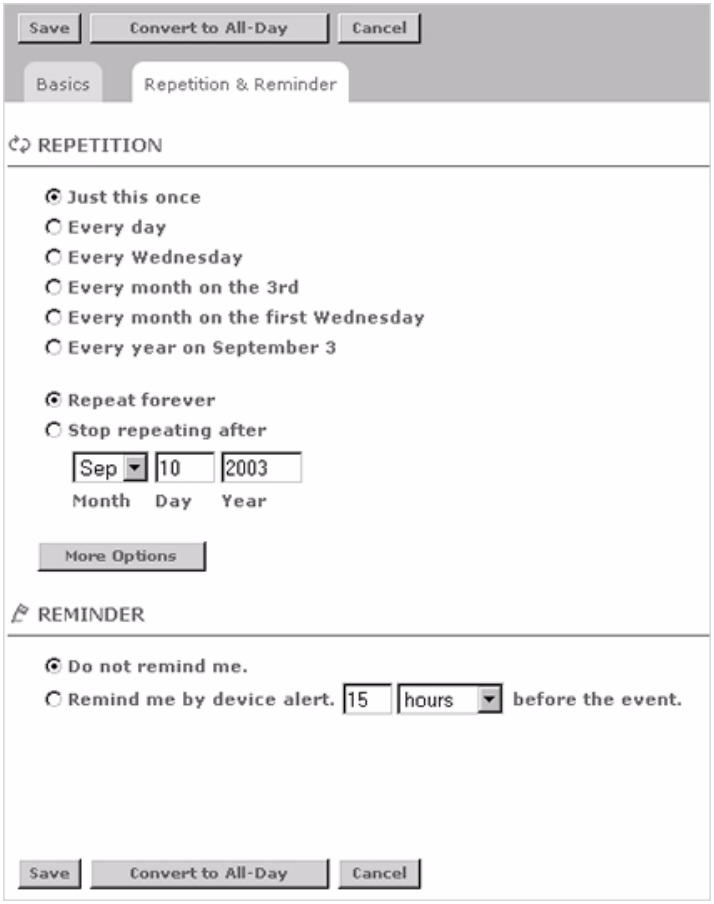
3 In the **TIME** section, set the start time and duration of the event, or the start and end time of the event (which option is presented depends on your Settings; by default, it is start time and duration).

4 In the **NOTES** box, type any comments you want to make about the event. This is optional.

5 In the **ICON** section, select an icon to represent the event.

Complete Reminder & Repetition Information

If you wish to set up reminders or if the event is a repeating event, click the **Reminder & Repetition** tab:



1 To make the event repeat on a regular interval, in the **REPETITION** section, select a repeat interval from these choices:

- Just this once (that is, no repetition; this is selected by default).
- Every day.
- Every **day** (where **day** equals the day of the week on which the event is first scheduled to occur; for example, Every Wednesday).
- Every month on the **nn** (where **nn** is the date of the first occurrence of the event; e.g., Every month on the 3rd).
- Every month on the **nn day** (where **nn day** equals the specific day in the month when the event first occurs; e.g., Every month on the first Wednesday).

- Every year on **date** (where **date** equals the date of the first occurrence of the event; e.g., Every year on Sep 3.

If you want additional repetition options, click **More Options**. You will then have the following options:

- Just this once (i.e., no repetition; this is selected by default).
- Every **n** day(s).
- Every week|other week|3 weeks|4 weeks|5 weeks on S M T W T F S (select one or more days of the week).
- Every **n** month(s) on the **day of month** (where **day of month** equals the specific day in the month when the event first occurs; e.g., Every 2 months on the 21st).
- Every **n** month(s) on the **nth day of the week** of the month (where **day of the week** equals the day of the week on which the event is first scheduled to occur; e.g., Every 3 months on the 1st Monday of the month.
- Every **n** year(s) on **Month Day** (e.g., Every 1 year on April 15).
- Specify a date on which the event will stop repeating.

2 In the **REMINDER** section, specify whether or not (and when) you want to be reminded when the event is going to occur: don't remind, or by device alert.

3 Click **Save**.

Add an All-Day Event:

1 From the Calendar sidebar, click **New All-Day Event**. This opens the New Event page.

2 Type a title to identify your event.

3 Select the date on which the event begins; then select the number of days it will last.

4 Type a note if you wish.

5 Select an icon to represent the event.

6 If you wish to set up reminders or if the event is a repeating event, click the **Reminder & Repetition** tab.

7 In the **REMINDER** section, specify whether or not you want to be reminded when the event is going to occur, and specify a method of reminding.

8 To make the event repeat on a regular interval, in the **REPETITION** section, select a repeat interval. The choices are the same as for events that do not last all day.

9 Specify a date on which the event will stop repeating.

10 Click **Save**.

Tip: You can convert a timed event to an all-day event by editing the task details and selecting **Convert to All Day**.

Edit an Event

1 Open the event details page by clicking the event name from any of the Calendar views.

2 Click **Edit**. This opens the event in an editable form; the event Basics tab is selected by default.

3 Make your changes to the basic event information. Note that if you are editing a timed event, you can convert it to an all-day event by clicking **Convert to All Day**. If the event is an all-day event, you can change it to a timed event by clicking **Convert to Timed**.

4 Click the **Reminder & Repetition** tab if you wish to edit reminder or repetition information.

5 When you done with your edits, click **Save**.

Discard an Event

1. Highlight the event from any of your Calendar views, then click **Edit**.
2. Click **Discard** at the top or bottom of the page. The event is moved to the Trash.

Manage Your Trash

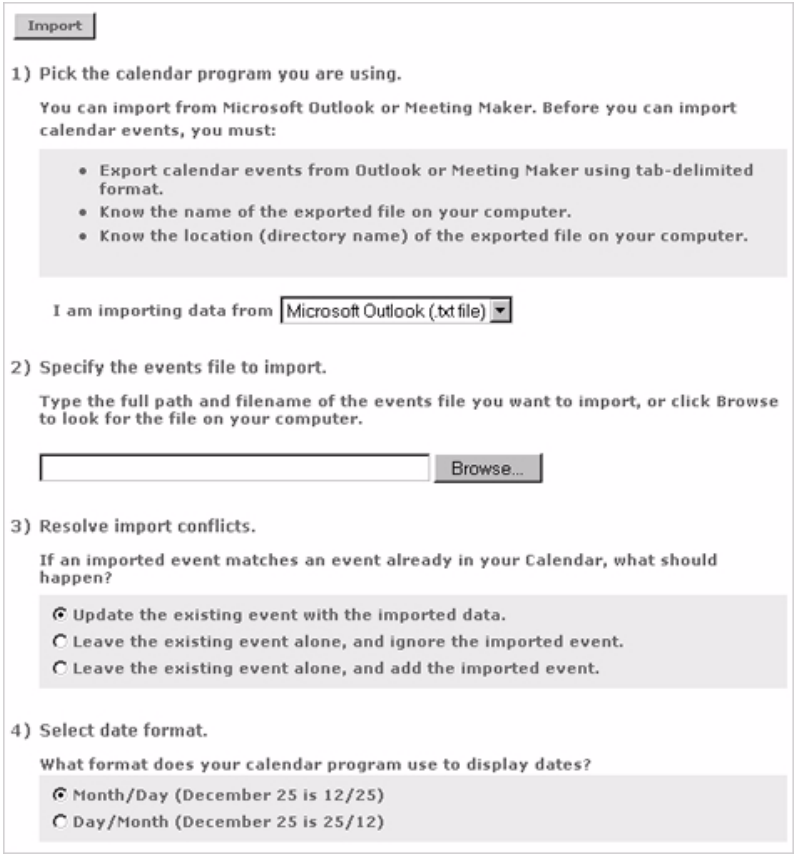
Once an event is in the Trash, you can delete it (completely remove it from the system) or retrieve it (move it back into your calendar).

1. To open your Trash, click **Trash** in the Calendar sidebar. All discarded events are displayed on the right side of the page.
2. To retrieve an event, check the box on the left side of the event, then click **Retrieve Checked**. The event will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.
3. To remove the events from your system completely, click the **Empty Trash** button. You'll be asked to confirm your action since the events will be permanently deleted. Click **Empty Trash** to proceed, or click **Cancel** to return to the Trash.

Import Contacts

You can import event information from other programs into your Calendar. Note that you must first save that information in the form of a flat, tab-delimited file.

1 Click **Import** in the sidebar. The Import page opens:



2 This page includes step-by-step instructions for completing the import process. Complete the form as instructed, then click **Import**.

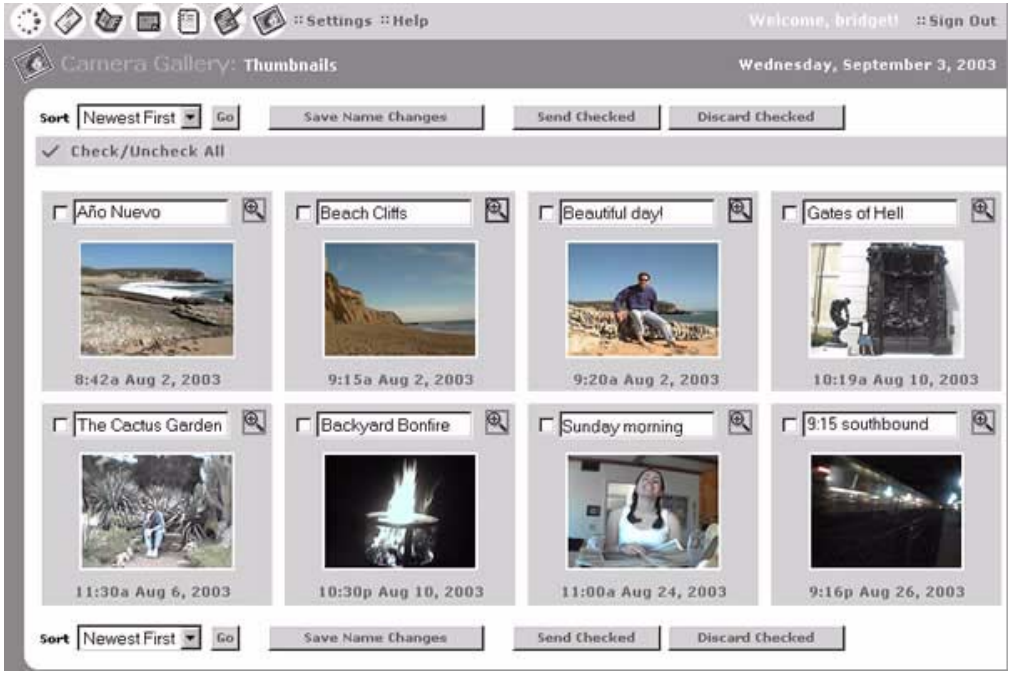
22. Camera Gallery on the Web

View all your device photos full-size and in color! Just sign in to the desktop Web interface of the Camera application and click the link to Camera to open your gallery. Learn more by reading the topics in this chapter:

- **Opening Camera Gallery on the Web** on page 229
- **Sort Your Photos** on page 231
- **Full-Screen Photo View** on page 230
- **Rename Your Photos** on page 231
- **Discard a Photo** on page 231
- **Attach Photo(s) to an Email** on page 231

Opening Camera Gallery on the Web

First, open your Jump page by following the instructions provided in the “Start Guide”, included in the box with your device. Open the Camera application by clicking on the Jump page button bar or by clicking **Camera Gallery** in the gallery section of the Jump page. Your Camera Gallery opens:



By default, all photos are shown on the page in chronological order, newest (most recent) photos first (upper left corner). You can change the sort order, explained in the next section.

Sort Your Photos

You can easily resort your photos by selecting a different sort order from the **Sort** drop-down list.

1. Open the **Sort** drop down list.
2. Select your sort order; you can choose from:
   - Newest First (default selection)
   - Oldest First
   - Alphabetical
3. Click **Go**.
4. This sort order will stay in effect until you sign out. The next time you open your Camera Gallery, the order will revert to the default order (Newest First). Note that the order your photos are displayed will not necessarily match the order you set on the device.

Full-Screen Photo View

You can view each photo in a full-screen view by clicking it in the Thumbnail view:

You can edit the name of the photo from this view, as well as mail the photo to an emial recipient or discard the photo. If you edit the name of the photo, remember to click **Save Name Changes** before leaving the page. To return to the Thumbnail view, simply click the **Gallery** button.

Rename Your Photos

When you take a photo, it is saved as a color .jpg with a default name. Since the default names are non-intelligent (e.g, Photo 5.jpg), you may want to change the name to something more descriptive. Photo names are displayed in editable text boxes; to change a name:

1. Click in the photo name text box to make it editable. You can do this from either the Gallery Thumbnail view or the Full-Screen view.
2. Type the new name. Keep in mind that names can be no longer than 32 characters.
3. Click **Save Name Changes**.

Discard a Photo

Warning! Unlike other Web applications, there is no Trash for photos. You do not have the option of discarding a photo from your Camera Gallery, then later retrieving it.

To discard one or more photos:

1. Select the check box to the left of the photo(s) you want to discard. Click **Check All** if you want to discard all your photos. You can also discard a single photo from its Full-Screen view by clicking **Discard**.
2. Click **Discard Checked**. You will be asked to confirm your deletion.
3. Click **OK** to permanently discard the photo(s), or click **Cancel** to keep your photos.

Attach Photo(s) to an Email

You can easily attach photos to your emails. There are two ways to do this.

From the Camera Gallery page:

1. Select the check box to the left of the photo(s) you want to attach to your email.
2. Click **Send Checked**. This opens the Compose Email page, with the selected photo(s) already attached.
3. Write your email, then send it.

From the Email Compose page:

1. Click **Attach** **Photos**; this opens the Camera Gallery page.
2. Check the photo(s) you want to attach, then click **Send Checked**. Your Camera Gallery is dismissed and your email is displayed, with the images shown as attachments.
3. If you decide to attach additional photos, click **Attach** **Photos** and repeat the process.

23. Keeping a To Do List on the Web

Keep up-to-date with all your tasks using the desktop Web interface of the To Do application. All the tasks you create, edit, or discard from the Web are synchronized with your tasks on the device. Read these topics to learn how to manage all your tasks from the Web:

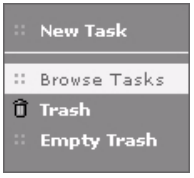
- **Opening To Do on the Web** on page 232
- **About To Do Items** on page 233
- **Browse Tasks** on page 233
- **Add a New Task** on page 234
- **Edit a Task** on page 234
- **Mark a Task as Complete** on page 235
- **Discard a Task** on page 235
- **Discard Completed Tasks** on page 235
- **Manage Trash** on page 235

Opening To Do on the Web

First, open your Jump page by following the instructions provided in the “Start Guide”, included in the box with your device. Open the To Do application by clicking in your Jump page button bar, or by clicking the To Do icon in the To Do section of the Jump page. This opens the Browse Tasks page:

Your Jump page shows all your tasks that are both “upcoming” and “not completed”.

On the left side of the page you see the sidebar, which includes links for **New Task**, **Browse Tasks** (the current selection), **Trash**, and **Empty Trash**:



About To Do Items

Every task in your To Do list has the following “attributes”:

- **Title** - a short description of your task (up to 40 characters)
- **Due Date** - the date the task is due (note that tasks can’t be due at a particular time during the day)
- **Notes** - information in addition to the title, up to 250 characters (which is the size of a medium paragraph)
- **Completion Status** - Complete or Incomplete
- **Due Date Status** - Past Due, Due Today, or Upcoming

How many tasks can I store? You can store up to **50 tasks** at one time, including the tasks you’ve moved to the Trash. By clicking the **Discard Completed** button at the bottom of any of the To Do Browse pages, you can choose to discard all completed tasks.

Browse Tasks

When you open the Browse Tasks page, by default, all incomplete tasks are displayed, sorted as follows:

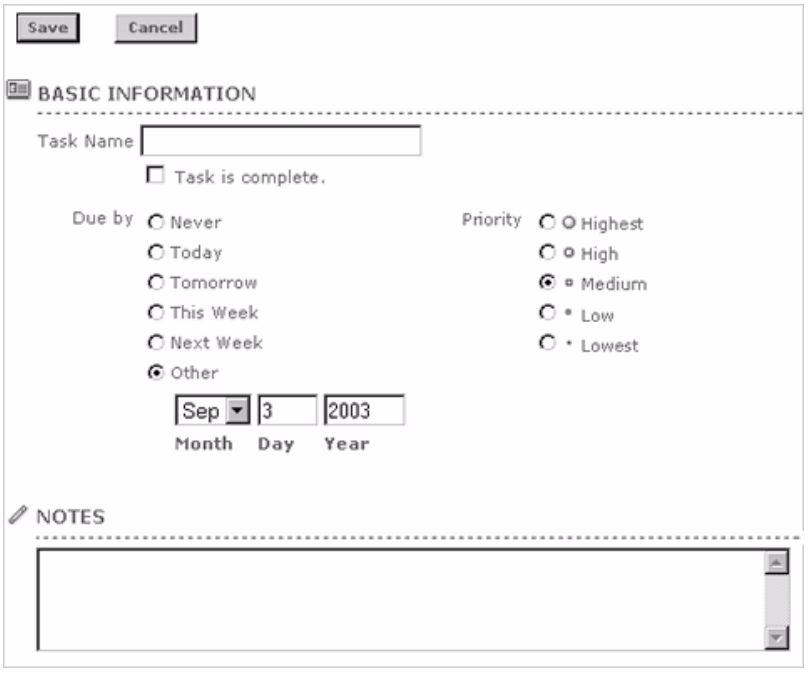
- **Overdue** tasks appear at the top of the list, with a status of Overdue in red.
- **Due Today** tasks are listed in the order you entered them.
- **Upcoming** tasks are listed in chronological order in bold.

For each task, the title, status (if overdue or completed), and due date (if applicable) are displayed.

To view all tasks, including completed tasks, select **All** from the View drop-down list, then click **Go**. All tasks – overdue, finished, and incomplete – are listed together in chronological order.

Add a New Task

1 In the To Do sidebar, click **New Task,** or click **New Task** in the To Do section of the Jump page. This opens the New Task page:



2 Fill in the form with the information describing the task.

- **Task Name** - Can be up to 40 characters long.
- **Due by -** Select one of the options (Never, Today, Tomorrow, or Other). If you select Other, specify a specific date by typing in a month, day, and year (today's date is filled in by default). The task will also appear on your Calendar on the assigned date.
- **Priority** - Select from Highest to Lowest.
- **Notes -** Add a note if you wish, up to 250 characters long.

3 Click **Save**. If you don't want to save the note after all, click **Cancel**.

Edit a Task

1 On the Browse Tasks page, select the task you want to edit by clicking the title of the task. The Task Details page opens. Click **Edit** to open the Task Details in an editable form.

2 Make your changes to the task's Basic Information or Notes sections. When finished, click **Save**. If you decide to discard your changes, click **Cancel**. If you want to discard the task, click **Discard**.

Mark a Task as Complete

To change the status of a task to complete:

1. On the Browse Tasks page, check the box to the left of the task you want to mark as completed.
2. Click **Marked Checked as Completed**.
3. Click **Save** at the bottom of the page.

Note: You can also mark a task as completed by opening the Task Details page and then clicking **Mark Completed**.

To mark a completed task as incomplete, open the Task Details page and click **Mark Incomplete**.

Discard a Task

1. On the Browse Tasks page, check the box to the left of the task you want to discard. You can select as many tasks as you wish.
2. Click **Discard Checked** at the bottom of the list of tasks. All selected tasks will be moved to Trash; a message at the top of the page confirms your action.

Discard Completed Tasks

You can easily remove all completed tasks by clicking **Discard Checked** on the Browse Tasks page. The completed tasks are moved to the Trash.

Manage Trash

You can have a total of 50 tasks in the system at one time, including items in the Trash. This means you'll want to periodically empty your Trash, or you'll be left with no space for new tasks. Once a task is in the Trash, you can discard it (completely remove it from the system) or retrieve it (move it back into your list of tasks).

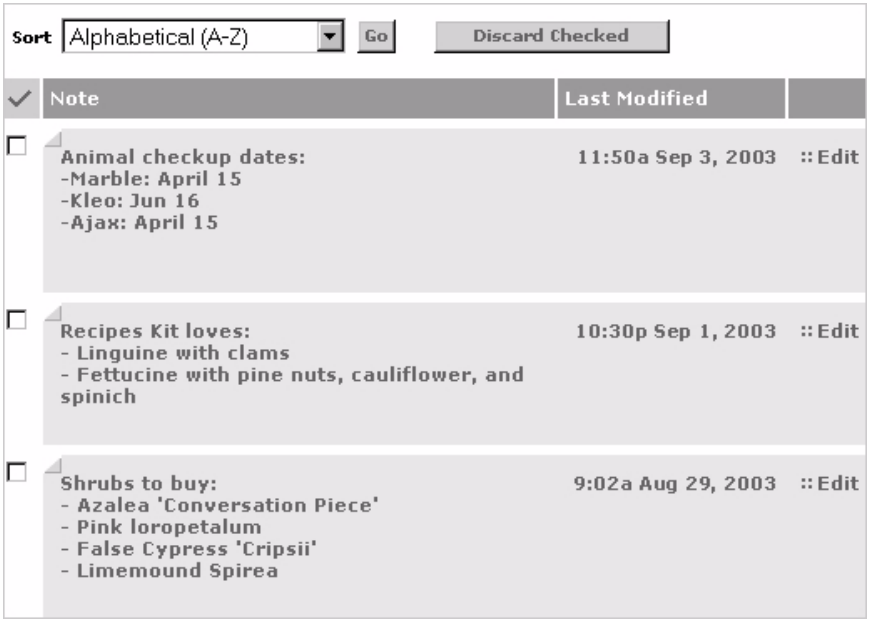
1. To open your Trash, click **Trash** in the sidebar on the To Do page. All discarded tasks are displayed on the right side of the page in descending order of due date.
2. To remove the tasks from your system completely, click **Empty Trash**. You'll be asked to confirm your action since the tasks will be permanently deleted. Click **OK** to proceed, or click **Cancel** to return to the Trash.
3. To retrieve a task, select the check box on the left side of the task, then click **Retrieve Checked**. The task will be removed from the list in the Trash; a message at the top of the page confirms the retrieval.

24. Keeping Notes on the Web

- **Opening Notes on the Web** on page 236
- **Browse Notes** on page 236
- **Add a Note** on page 237
- **Edit a Note** on page 237
- **Discard a Note** on page 237
- **Manage Your Trash** on page 238

Opening Notes on the Web

First, open your Jump page by following the instructions provided in the “Start Guide”, included in the box with your device. Open the Notes application by clicking on your Jump page button bar, or by clicking the Notes icon in the Notes section of the Jump page. By default, the Browse Notes view is displayed:



Browse Notes

The Browse Notes page lists all your current notes on the right side of the page in alphabetical order, as shown in the illustration above.

On the left side of the page you see the sidebar, which includes links for **New Note**, **Browse Notes** (the current selection), **Trash**, and **Empty Trash**:

Add a Note

1. In the Notes sidebar, click **New Note**. This opens the New Note page.

   Tip: If you are on the Jump page, you can open the New Note page directly by clicking **New Note** in the Notes section of the page.
2. When the New Note page opens, your cursor is automatically placed in a text box; type your note. It can be up to 8000 characters (on color devices) or 1000 characters (on grayscale devices), including returns and spaces. Any email addresses in the note will be linked to the Email application's Compose page. Web addresses in the note will be displayed as active links (see note below).

   Note: The Web address must be prefixed with either the “http://” or “https://” protocol indicator to be recognized and displayed as a URL link in the note.
3. When you finish your note, click **Save**. If you decide not to keep the note, click **Cancel** to return to the Browse Notes page.
4. After clicking **Save**, you are returned to the Browse Notes page, with the note you just created added to the list on the right.

Edit a Note

1. On the Browse Notes page, click **Edit** in the far right column for the note you want to edit. The note opens in an editable text box.
2. Make your changes to the note, then click **Save**. If you decide to discard your changes, click **Cancel**. You can also **Discard** the note from this page.
3. After clicking **Save,** you are returned to the Browse Notes page. The note you just edited will appear with your changes, and the modified time will be updated to reflect the date and time you saved the edited note.

Discard a Note

1. On the Browse Notes page, check the box to the left of the note you want to remove. You can select as many notes as you want.
2. Click **Discard Checked** at the top or bottom of the list of notes. All selected notes will be moved to Trash; a message at the top of the page confirms the discard.

Manage Your Trash

You can have a total of 50 notes (on color devices) or 20 notes (on grayscale devices) in the system at one time, including the notes in Trash. This means you'll want to periodically empty your Trash, or you'll be left with no space for new notes. Once a note is in the Trash, you can delete it (completely remove it from the system) or retrieve it (move it back into your list of notes).

1. To open your Trash, click **Trash** in the Notes sidebar. All discarded notes are displayed on the right side of the page in alphabetical order.
2. To remove the notes from your system completely, click the **Empty Trash** button. You'll be asked to confirm your action since the messages will be permanently discarded. Click **Empty Trash** to proceed, or click **Cancel** to return to the Trash.
3. To retrieve a note, check the box on the left side of the note, then click **Retrieve Checked** at the bottom of the page. The note will be removed from the list of notes in Trash; a message at the top of the page confirms the retrieval. The modification date and time are not updated since the note itself has not been modified.

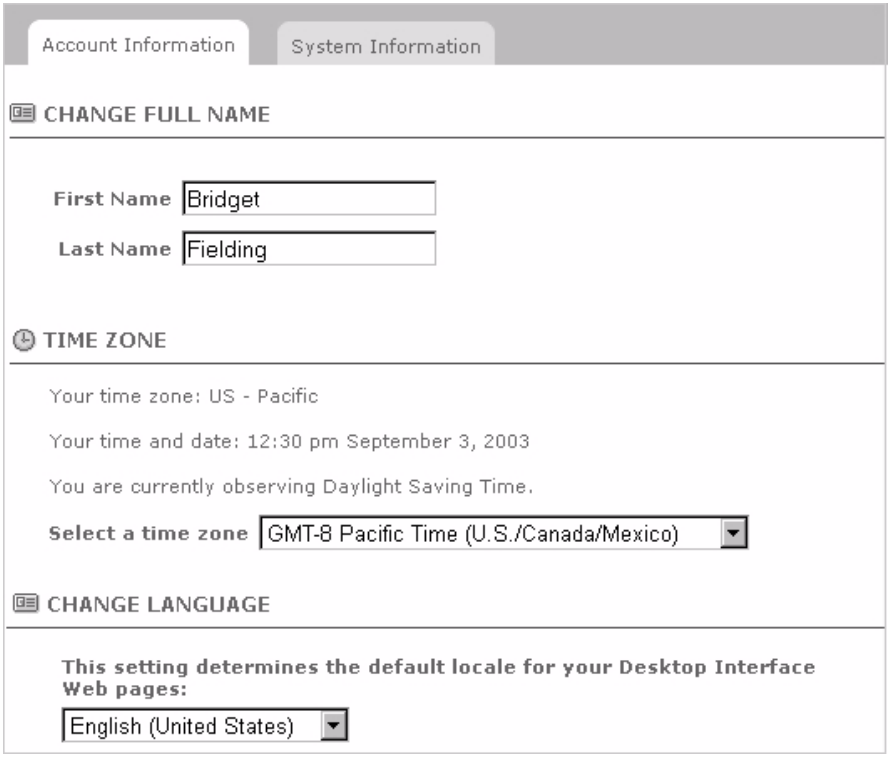
25. Settings on the Web

Go to Settings on the Web to set your time zone, view system information, change your name as it appears on outgoing emails, and make other system-wide settings. Read the topics in this chapter to learn more:

- **Opening Settings on the Web**
- **Account Information**
- **System Information**

Opening Settings on the Web

First, open your Jump page by following the instructions provided in the “Start Guide”, included in the box with your device. Open your Settings on the Web by clicking **Settings** on the Jump page’s top menu bar. You will see tabs on this page for the different settings categories. Account Information is selected by default:



Account Information

Change Full Name

Go to this section if you want to change the name that appears at the close of your email messages. Simply type the name that you want to appear in the text boxes, then click **Save**.

Time Zone

To view your current time zone settings, look in this section of the Account Information page. Your current home time zone, the time and date, and the Daylight Saving Time status is displayed.

To change your home time zone, do the following make a selection from the drop-down list box, then click **Save** to submit your change.

System Information

The System Information tab displays the following in a non-editable format:

- **Username** - The ID you use to sign in to the T-Mobile service.
- **Device phone number** - In case you forget it.
- **SIM ID** - You may need this number if you need to contact Customer Care
- **Device ID** - You may need this number if you need to contact Customer Care.

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